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FRANKLIN DELANO ROOSEVELT, 1882-1945

ON APRIL 12, 1945, the Society of American Archivists lost its most illustrious member. The first archivist of the United States and past president of this Society once called Franklin Delano Roosevelt the nation's most eminent amateur archivist. Certainly no one had a greater appreciation of the importance of archives or better understanding of the complexity and magnitude of the problem they present. Someday it may be said that in the field of archival science he was a man ahead of his generation, for he not only recognized the problems but made sound suggestions for their solution.

Mr. Roosevelt knew he was not elected an honorary member of this Society because it wanted to pay homage to the president of the United States. In his letter of February 12, 1942, accepting the membership he took occasion to advise archivists on the need of protecting federal, state, and local archives against the dangers of over-centralization in a modern world and urged duplication and distribution of the treasures in our custody. The atomic bomb has forcefully and tragically proved the wisdom of this advice.

The National Archives was indeed fortunate in having Mr. Roosevelt's active interest during the first years of its existence, but during the latter years his time and energies were so taken up with the burden of the war that he was unable to give as much time to it as he would have liked. He was a conservationist with the historical source material of our nation as he was with its natural resources. He would tell with pride how as Assistant Secretary of the Navy he found the early archives of the department in the attic of the present State Department Building and rescued them from deterioration or damage if not from oblivion. Anyone who has had occasion to work under the eaves of that building on the side opposite the White House knows that it is filled with coal dust in winter and is unbearably hot in summer. There was historical material there and the unpleasant surroundings were only an added challenge for Mr. Roosevelt to investigate and act.

Possessing an unusual historical sense, he was extremely cautious about destroying anything. He constantly questioned the ability of men to determine judiciously and accurately the historical value of contemporary material. Not unmindful of the physical problem the records of the federal government present because of their bulk, he believed that on becoming inactive the greater part should be allowed to age, as it were, and only when by the test of time it was proved whether they were valuable or not should decision be made as to their final disposition. Even then every effort should be made to avoid submerging the high policy records with the more or less routine mass important only to an individual.

Shortly after this country entered the war archivists became concerned over the possible fate of the records and archives in areas of combat. In a war to preserve our civilization and culture it was important not to destroy its basic records. Within two days after receiving a memorandum asking that he give his attention to this problem, President Roosevelt in a cabinet meeting directed that the services provide protection against unnecessary loss or destruction of enemy archives. A few months later when it became evident it was advisable for someone to provide an invading army with a plan to implement his order he quickly endorsed a recommendation that an archives adviser be sent to Allied Force Headquarters to aid the theater commander in this special task.

The work of protecting enemy records was made much easier because Mr. Roosevelt's interest in these problems was generally known. A prominent American civil affairs officer in Italy whose aid was being enlisted on one occasion said, "Do you know that just before I left the States I received a call to visit the White House? On reporting I was told that the purpose of the summons was to make sure that I understood the President's great concern for the protection of Italian local archives." Attention of the military had been focused on national or ministerial archives, but Mr. Roosevelt's concern for local archives expressed in a special order broadened the scope of American and British interests in the protection of cultural materials.

He listened with great interest to a first hand report of the archives adviser who had returned from the Mediterranean theater of war. Then he told how in 1919 while visiting Belgium the car in which he and King Albert were riding stopped beside a shell-torn

building in Zeebrugge. As they looked into the damaged structure the American Assistant Secretary of the Navy saw a sight which was horror to his eyes. Row on row of shelves filled with documents were exposed to the elements. He got out of his car and upon making inquiry learned that the files went back to the twelfth century. Returning to the car he asked the King to have a guard placed on the premises and to give the custodian of the documents orders to have a cover put over the holes in the building in order to protect these treasures from loss or damage. The King promised to have this done and as Mr. Roosevelt entered the car gave the order to drive on. But Mr. Roosevelt was persistent and asked to have the car stopped; and in order to make certain the archives were safe he asked that the king personally give orders right then and there to the custodian and the military guard. With pride and satisfaction he told how King Albert good naturedly complied with the request and as the car drove on how pleased the persistent American felt in his own mind.

Throughout his years Franklin D. Roosevelt was a collector of historical material including early Americana, books, prints, and manuscripts relating to the United States Navy and his native Dutchess County. It was this love of collecting that provided a means for his wife and his two late secretaries, Miss Margaret Le Hand and Louis M. Howe, to keep alive in him the desire to live and to give him courage to look forward during the dark years he was convalescing from the scourge of infantile paralysis. All his life he found comfort and release in working with his collections. If the Franklin D. Roosevelt Library performed no other service to the nation than to have provided him with a retreat from the burdens of office its role has been important.

When Franklin D. Roosevelt was interested in anything he made it live. It was so with his collections. He breathed life into them. He immensely enjoyed showing his collected treasures to visitors and entertaining them with anecdotes about their history. His enthusiasm was so infectious that without trying he often won converts to his hobby.

As a leader he knew that the art and wisdom of successful administration are found in the knowledge and understanding of one's fellowmen, a sense of proportion and the ability to do the right thing at the right time. Without these qualities the formal knowledge

required to do the job is useless, and no job is more demanding of these qualities than that of being the president of the United States. By a nod of the head, a suggestion or a friendly note he could inaugurate far-reaching policies, but behind these informal acts lay deep convictions arrived at through long study and thought. He possessed a love for people and respected the dignity of the individual, and because of these traits he could not help being a humanitarian. He was profoundly sincere when at the laying of the cornerstone of the Franklin D. Roosevelt Library he said, "of the papers which will come to rest here, I personally attach less importance to the documents of those who have occupied high public or private office than I do to the spontaneous letters which have come to me and my family and my associates from men, from women and from children in every part of the United States, telling me of their condition and problems and giving me their own opinions."

The Franklin D. Roosevelt Library was high in his affection and details concerning it were never too unimportant for his attention. In planning it he included among other things a room which he intended to make available to the Dutchess County Historical Society. Had he lived he would have encouraged the establishment of a Hudson River Valley historical society. Indeed, nothing was dearer to him than the Hudson River and his own native county, its people and its history.

Ever present in the mind of Mr. Roosevelt was the belief that he would some day return to his home on the Hudson and work on his papers. He knew, however, that he could never stop preaching against wrongs committed by man to his fellow man and that he would always have to play an active part in society. On an occasion after his third election to the office of the president, he addressed a gathering of school teachers in New York state in the Hyde Park High School. He spoke of the many things that need to be done to improve the welfare of his Hudson Valley neighbors and then admitted that his one great ambition on retiring from the presidency was to be elected supervisor of the town of Hyde Park, New York.

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THE NAVY'S "RECORD" IN THE SECOND WORLD WAR¹

ON FEBRUARY 20, 1814, the U. S. frigate *Constitution*, forty-four guns, Captain Stewart, out of Boston, captured the two British ships-of-war *Cyane*, thirty-four guns, and *Levant*, twenty guns, after a spectacular action of four hours beginning at 6 o'clock in the evening.

According to the account by Dudley W. Knox, the engagement began with the *Constitution* to windward and abreast of the *Cyane*, which was leading her consort. After fifteen minutes in the smoke and gathering darkness, the *Levant* attempted to rake the *Constitution* by luffing under her stern, but the maneuver being detected by Capt. Stewart, he quickly braced the *Constitution's* after sails aback, which drew the ship astern and turned her broadside to the little *Levant* while the *Cyane* forged ahead out of action. In subsequent brilliant maneuvers Stewart succeeded in raking the *Levant* twice and the *Cyane* once. The latter struck at just before 7 o'clock, and while a prize crew was being sent on board her, the *Levant* escaped. When the *Constitution* went in chase, however, the little ship was met returning, and was not finally captured until 10 o'clock after a second chase.

The *Constitution* at that time had been in service eighteen years. If an inventory had been prepared of her paperwork and records before she went into that action, it would have shown a volume of material filling two modern file drawers. It included an order book; journals or logs of the captain, lieutenant, sailing master, surgeon, and midshipmen; inventories of the stores and supplies charged to the several departments or officers aboard; several ledgers of expenses; a sheaf of charts; a metal bound signal book, several hands-full of letters and receipts; some payrolls; and a muster roll.

In a midnight battle, October 11, 1942, off Guadalcanal, the U. S. light cruiser *Boise*, ten thousand tons, a complement of something more than one thousand officers and men, Captain E. J. (Mike) Moran, added another brilliant chapter to the history of the U. S. Navy. In only twenty-seven minutes of action, the *Boise* aided by other ships in the American force sank two Jap heavy cruisers, one light cruiser, and three destroyers.

¹ An address given March 24, 1945, at the Statler Hotel, Washington, D.C., under the sponsorship of the Social Science Research Council.

Less than one half hour before midnight, a lieutenant, manning the main battery director above the bridge, had been peering into black space for more than five hours before he could report what seemed to be five targets. Captain Moran replied, "Pick out the biggest one and commence firing."

The first salvo of the *Boise's* fifteen six-inch guns was a direct hit. Target number one ablaze revealed herself as a Jap heavy cruiser, mounting eight-inch guns in comparison to the *Boise's* sixes. In four minutes the Jap turned turtle and skin.

Target number two, a Jap destroyer, broke in two and sank under the fire of the *Boise's* secondary battery of five-inch guns. Target number three, also a destroyer, caught both batteries of the *Boise* and they were too much for her thin shell.

Target number four caused trouble. She was a Jap heavy cruiser, some distance ahead on the *Boise's* starboard bow. While the *Boise* poured shells into her, she herself found the range of the *Boise*. An eight-inch shell tore through the *Boise's* starboard side, just above the waterline and exploded in the crew's mess hall, starting fires. Two lighter shells, probably five-inch, hit the superstructure and two more exploded in the captain's cabin, setting it afire. Soon after the *Boise* and her sister ships had sunk target number four, the *Boise's* fires were brought under control.

Target number five, a destroyer, was already blazing when the *Boise* opened up on her and she sank in two minutes. There followed a brief respite during which the *Boise* by skillful handling succeeded in dodging two torpedoes.

Just as the *Boise's* first salvos struck home on a cruiser for target number six, still another Jap ship, a heavy cruiser with eight-inch guns, singled out the *Boise* and found the range. A shell exploded just forward of the *Boise's* sick bay. There was a terrific explosion on the fo'c'sle and a fire broke out in the forward magazine. A shell had entered nine feet below the waterline. There were direct hits on turrets one and three. Flames from the fo'c'sle fire leapt fifty feet in the air. The *Boise* still maintaining a fair speed, but down at the bow and listing to starboard as the ocean poured in her gaping holes, swerved out of line to the left, turning the six-inch guns of her after turrets on the Jap, and with the aid of guns of the American heavy cruiser closing in the gap left by the *Boise*, sank target number six for the night.

The American force commander, who I believe was Rear Admiral Norman Scott, watched the *Boise* pull out of line, her entire bow aflame, and gave her up for lost. By twenty minutes of three, however, the *Boise's* weakened bulkheads were shored with great timbers, her holes were stuffed with mattresses, her pumps were keeping pace with the water flooding her compartments, her fires were under control, and she could still make twenty knots an hour. Rendezvousing with the rest of the American force just before dawn, there was a ghost-like quality to the fact that she was afloat at all.

The *Boise* at that time had been in service four years. An inventory of her paperwork and records shows a volume of material filling two hundred and forty file drawers. Without attempting to repeat here an inventory which we have made of this substantial volume of material, one group of items is illustrative. Where the *Constitution* got by with a half a drawer of personnel records, the executive officer of the *Boise*, who handles all personnel matters, requires thirty file drawers and some cabinets.

The *Boise* as compared to the *Constitution* had six times the tonnage, two times the personnel, and one hundred and twenty-two times the volume of records.

For our purposes, two important facts are apparent in this comparison:

1. Increase in paperwork and records aboard fighting ships of the Navy in the past one hundred and twenty-five years greatly exceeds the increase in the size and personnel of those ships.

2. As great as is the increase in paper work and records aboard fighting ships it has by no means assumed the monstrous proportions of the paperwork and records in the procurement and supply activities serving those ships. It is the procurement and supply activities which are comparable to civil or public administrative agencies as a whole.

Government bureaus and offices including the military services of supply have increased their paperwork and volume of records many thousands of times since 1812, one of the years in our analogy. It is the pressure of these kindred agencies which has forced most of the increase in paperwork and records aboard ships of the fleet.

Proof of this fact is an interesting experience of the Navy in 1942. There is no military secret, although there may be an element of understatement, in the report that Admiral of the Fleet Ernest J.

King is a stern officer. Shortly after Pearl Harbor he passed the blunt word to civilian heads of the Navy Department that he would not have men aboard ship manning a gun with one hand and a typewriter with the other. Characteristically, he followed this up with an unqualified order to the entire U. S. Fleet that exactly one-half of all their typewriters be put ashore.

At first the department was caught flat-footed, convinced that paperwork could not be eliminated by fiat or other arbitrary action. The department's situation at that time was not unlike that of a gunner's mate of the Navy visiting home on a short leave. His wife, going to the store, left him stretched out luxuriously on a couch in their combination kitchen and living quarters. Their pet cat was curled comfortably atop his chest. Before leaving, his wife cautioned him severely not to doze off and let the roast in the oven burn. His wife returning several hours later opened the door of a smoke filled kitchen and cried out in anger. The gunner's mate of course had drowsed off, but was subconsciously aware that he was sleeping at his post. At the cry of his wife he was jarred awake, sprang to his feet, clutching the cat, pulled open the oven door, rammed in the cat, slammed the door and reported "Number 1 gun ready, sir!"

After the initial shock of Admiral King's order in 1942, the department had a more happy experience than the gunner's mate of our story, also a more happy experience than his wife, the cat, and the roast of our story. Drawing upon some of the best management engineering brains in the country, which had only recently been added to its staff, the Navy produced a surprisingly simple and effective program. The simplest and clearest possible questionnaire was distributed. On it were two questions: (1) What forms and reports do you fill out and forward which you feel could be eliminated? (2) What forms and reports do you receive which you feel could be eliminated? When all of the replies were in by a pre-determined deadline, it was readily found that both senders and receivers agreed that one thousand thirty-six reports or forms could be eliminated or substantially modified. This was done forthwith. A follow-up on this campaign in July, 1944, discontinued or modified an additional two hundred and twelve reports or forms. For example, all ships of the fleet had been required to send in reports of people who boarded them. This was discontinued. Three other reports discontinued were: "Special monthly report of sparkplugs over-

hauled," "Semi-annual report of sparkplugs rejected," and "Semi-annual reports of sparkplugs." Activities throughout the Navy had been burdened by those three.

There is abundant evidence that the relative success of fighting ships in comparison to purely administrative agencies in fighting off paperwork can be credited to absolute adherence of ships of the Navy to what have become fundamental principles of management.

Sticking to our analogy of the *Constitution* and the *Boise*, there was and is no doubt whatsoever as to (1) the functions of those ships, (2) the purpose of their mission, (3) the responsibility of their skippers, and (4) it was clear as the sky that in the conduct of their operations the skippers were immediately accountable to a desperately alert enemy and ultimately accountable through their superior officers to the nation.

Within the organization of each of those ships, as in all ships of the Navy, these same four characteristics govern in the clean delegation of authority and responsibility to heads of departments and in turn from heads of departments to their subordinates.

This is splendidly illustrated by the crew of the *Boise*. The men at the director stations on the starboard side had their backs to the enemy and were on the alert for whatever if anything might come off the *Boise's* port side. During all but the last few seconds of the furious action that night, the Jap fleet blasted away at the backs of their necks. Not once, according to the skipper, did they relinquish their watch to look around at the enemy either through fear or curiosity. This paid off. The Jap heavy cruiser that finally forced the *Boise* to swerve out of line and retire came in on the *Boise's* port side which was the lookout of these men.

Contrast this general picture with (1) the size, complexity, duplication and confusion in administrative agencies, bureaus, and offices and (2) the monstrous mass of paperwork and records, recently estimated to be eighteen million cubic feet or twelve million file drawers, in those administrative agencies, bureaus, and offices. An appreciable part of this mass of paperwork and records results of course from the sheer size of essential governmental operations. But the remainder and very probably the majority of paperwork and records are by-products of inefficient performance of essential functions or unessential duplication or overlapping of functions.

This leaves us with a two-fold problem. The first is easy of accomplishment and highly profitable in any governmental activity. That is to bring the creation, handling, and retirement of papers and files within the sphere of sound principles of management. The second problem is less easy of accomplishment but much more highly profitable. That is to search out, expose, and do all at our command to eliminate unnecessary, overlapping, or duplicated functions.

Methods of solving both these problems are myriad, many of them requiring drudgery of the worst kind, but the results are worthwhile and often spectacular. At the outbreak of the War of 1812 the *Constitution* hurried out of Chesapeake Bay to escape the British blockade and join other ships in the meager American Navy anchored in New York Harbor. Off New York she found herself just within range of the whole British fleet, including ships much heavier gunned than the *Constitution*. Moreover, there was a dead calm at sea that day. All the ships being sailing vessels there was apparently nothing left for the *Constitution* to do but to break up like a clay pigeon under the enemy's guns. But the skipper of the *Constitution* had different ideas. He put a boat over the side just after dawn, let down his anchor into the boat, had the boat row away from the British, and drop anchor. Pulling on the anchor, kedging as it was called in those days, drew the *Constitution* away from the British. Kedging from sunrise to sunset was fierce drudgery but it worked and the *Constitution* escaped.

Noteworthy strides through drudgery and otherwise have been made in recent years by the Navy, War, and other departments in applying accepted principles of effective management to the creation, handling, and retirement of papers and files.

This progress is available in articles and addresses by representatives of the offices immediately responsible for these programs and will not be enumerated here.² It is specially encouraging that the Bureau of the Budget has seen fit in recently published pamphlets to lend its support to certain phases of these programs.³ Such programs

² Refer to Navy Department, Office of the Director of Records Administration; Records Management Branch, A.G.O., War Department; Records Management Section, Communications Division, U. S. Department of Agriculture; Records Section, Management Services Branch, Office of Budget and Planning, Office of Price Administration; and the Records Section, U. S. Maritime Commission and War Shipping Administration.

³ Particularly significant is a development since the date of this address. The Bureau of the Budget has established a position of Records Officer within its own organization. Furthermore the bureau has shown noteworthy discrimination in appointing the former treasury archivist, Miss Helen Chatfield, to this new and important position.

should continue and it is in the public interest that similar programs be undertaken by all agencies of the federal government.

The larger problem, more difficult of accomplishment, is within the sphere of administrative management. It's not news to students of administration that through the centuries, the military have adhered most closely to clean lines of authority, clear cut delegation of responsibility, and rigid accountability for performance. It is not new that lack of these qualities, in whole or in part, are the curse of administrative agencies, bureaus, and offices. Even though it is an old story it doesn't cease to be a problem and for our purposes today the biggest problem.

Three examples of our problem at this level come readily to mind:

1. Accountability for public funds.
2. Classification of positions in the civil service.
3. Preservation of records having administrative, historical, or other value.

Concerning the first, one of my sailors with a mobile microfilming unit paid a twenty-five cent toll at a bridge somewhere up North. By the time the sheaf of papers accounting for that twenty-five cent expenditure came to my desk it was evident that fifty to one hundred dollars in clerical effort had been expended on that reimbursement.

The purpose of the General Accounting Office is to insure that money is expended in accordance with the intent of Congress. There is a policy review of the highest kind. The existence of any effective policy review is suspect, however, when an agency is processing and stowing more than a hundred thousand cubic feet of records a month.

Concerning the classification of civil service positions, our second example, the intent of the Classification Act of 1923 was to insure equal pay for equal work.

Here the purpose of the Civil Service Commission would seem to be the prescription of policies for the classification of positions, fixing responsibilities therefor, and holding agencies accountable for conformance. Unfortunately the officials who should be working at this policy level are reviewing individual position classifications. In general the application of the law has resulted in a whole new profession in the public service and a shocking amount of paperwork.

Our third example, the preservation of records having historical, administrative, or other value is a policy properly chargeable to the Congress and to the National Archives. An inseparable part of this

responsibility is a policy governing what records can and should be disposed of.

Several years ago when the Japanese seized the Yangtze river, a small American gunboat on the upper river was scuttled. The junior officer in command took off her records. He soon found he needed only a small part of them. To destroy the balance at that time he was required to obtain the permission of the Secretary of the Navy, the National Archives, and Congress. This he did by mail over the Burma road and half way round the world.

This particular procedure, thanks to the co-operativeness of the present archivist of the United States, has been greatly simplified in the last few years. It still is neither appropriate nor effective for a committee of the Congress of the United States to be passing in detail on every group of records a federal activity, no matter how humble, may propose for disposal.

Obviously it is a delicate matter to recommend to a Congressional committee that it cease to function. My Irish forebears would turn over in their graves if I were to propose anything so politically futile. Instead, I would recommend that the Congressional committee be reconstituted as a Committee on the Public Records with large scale policy-determining responsibilities. Incidentally, the point would be made that such a committee could not and should not be distracted by the routine of reviewing lists of useless papers.

A Scotsman friend of mine maintains that a man is truly drunk when he slips to the earth and clings to the grass to keep from being flung off the world. A public servant or a public agency discloses an irresponsibility approximating that of a drunkard when he or it slips limpwise into a routine and clutches at a mass of records and a questionable handling of papers to keep from being flung out of a job.

These are random illustrations of objectives we have at the management level in clarifying lines of authority, increasing clear cut delegation of authority, and tightening up accountability for performance. It remains for those in records management programs, administrative management staffs, organizations such as the Interagency Records Administration Conference, Federal Personnel Council, Society for Public Administration, Society for Advancement of Management, and other interested parties to continue to pool their talents and influence in pursuit of such objectives.

LT. COMDR. EMMETT J. LEAHY

Director of Records Administration
U. S. Navy

EARLY RECORDS OF THE WAR DEPARTMENT GENERAL STAFF IN NATIONAL ARCHIVES

THE War Department General Staff had its beginnings in the Army War College, which was established in Washington, D.C., in 1901. The college was under the direction of a board of nine officers, known as the Army War College Board, many of the duties of which were, in effect, those of a general staff. The functions of the board were to direct instruction and education in the Army, to prepare plans for action under all contingencies of possible conflict by acquiring information on and studying subjects relating to training and mobilization of the Army for war, and to furnish advice to the commander-in-chief upon all questions of plans, armament, transportation, mobilization, and military preparation and movement. Responsibility for the war-time efficiency of the Army, however, remained divided between the Secretary of War and the General Commanding the Army. To eliminate this division of authority, Congress in 1903 passed an act providing for a general staff. This act, which was approved on February 14 and became effective on August 15, 1903, abolished the separate office of General Commanding the Army, provided for a military Chief of Staff to the President, who, acting under the directions of the President or of the Secretary of War representing him should have supervision not only of all troops of the line but also of the administrative and technical services; and it created for the assistance of the Chief of Staff a corps of forty-four officers who were relieved from all other duties. The duties of the General Staff Corps are to prepare plans for the national defense and for the mobilization of the military forces in time of war; to investigate and report upon all questions affecting the efficiency of the Army and its state of preparation for military operations; to render professional aid and assistance to the Secretary of War and to general officers and other superior commanders; and to perform such other military duties not otherwise assigned by law as may be from time to time prescribed by the President.

This act did not go into effect until August 15, 1903, but preliminary steps toward the creation of the General Staff were taken almost immediately after its passage. On March 20, 1903, an order was issued convening a board of general officers in Washington to select the officers for the General Staff and to complete its first

organization. After the officers were selected by this board they were ordered to Washington and there they were organized into an experimental or provisional General Staff to develop a permanent organization and distribution of duties for the General Staff Corps, to draft new regulations, and to revise the old regulations.

The organization of the War Department General Staff relieved the War College Board of a wide range of general staff duties originally assigned to it. On August 15, 1903, therefore, the board was abolished and the War College was placed under the direct control of the Chief of Staff. The college retained supervision over military education, and the rendering of assistance to the Chief of Staff and the General Staff in the preparation of plans for the national defense was made its special duty. To this end, it received from time to time instructions from the Chief of Staff as to the problems it should consider and the general line of investigations it should pursue. After careful study of the various problems, reports and recommendations were submitted to the Chief of Staff. A selected number of officers were also assembled from time to time at the War College for the minute and detailed study of the projects thus formulated.

RECORDS¹

The records created by the Office of the Chief of Staff—those in the so-called “General Staff files”—constitute one sub-group; those created by the Army War College and retained by it as its own immediate files constitute a second sub-group; and the records of the Board of Ordnance and Fortification form a third sub-group. Although throughout its period of existence the board was an independent unit, its functions eventually were assumed by the War Department General Staff and at the same time its records were turned over to the staff, which maintained them as an entity related to but separate from its own files. Prior to 1917, the records of most of the subdivisions of the General Staff are interfiled in the records of the War College, which for a number of years was the record-keeping agency, and papers relating to the divisions are also contained in the records of the Office of the Chief of Staff. Material filed under certain numbers in the War College collection has been retained for current use by the college. Of the later records of the

¹ The use of all the records described below is restricted to the extent that approval must be obtained from the Adjutant General's Office.

General Staff, some are in the National Archives and others are in the War Department Records Branch of the Adjutant General's Office.

Until the period of the first World War the War Department General Staff was very small and in a general way it represented an experiment to see to what degree the general staff technique, so widely employed in European armies, might be suitable in the United States. As a consequence there is not a great quantity of records created by the General Staff proper prior to that war; the records of the Army War College for the same period are much more voluminous and, in many ways, contain material of greater value. The War College performed many of the functions normally considered to be general staff functions, so that its files—constituting those of one unit of the General Staff—must frequently be searched for information that seems more appropriately sought in the main files of the staff. The total volume of records described is approximately 455 feet, slightly over half of which are those of the Army War College.

War Department General Staff Records

The most important files of the General Staff during the first years of its existence are the Reports of the General Staff covering the period 1903-1916 and amounting to 100 cubic feet in volume. Despite the title assigned to these records they consist of memorandum reports and related papers on subjects considered and acted upon by the General Staff. The questions dealt with vary in importance and therefore these records contain material of great historical value in connection with the military affairs of the United States as well as data on relatively unimportant details. Notable among the subjects of the reports are the following: distribution of troops and the construction, location, and enlargement of Army posts; detail of officers to the general service schools; reorganization of field batteries; organization of maneuver divisions and plans for mobilization; revision of Army Regulations, Infantry Drill Regulations, and the Articles of War; organization of the militia; and the rearrangement of territorial departments.

The records are arranged in two series, one covering the years 1903-1906 and the other the years 1907-1916. The first series is filed alphabetically by subject and is well cross-referenced. The sec-

ond is filed numerically and has a card index arranged alphabetically by subject. As all the papers received and sent by the General Staff were filed as "reports," the form of the files varies from a single letter to a comparatively bulky dossier.

Closely related to these files but of almost negligible volume are the records of the provisional General Staff that operated for a few months in 1903. Since many tasks and problems appropriate for General Staff action were referred to the provisional staff, the subjects covered by its reports range from major matters of policy, such as the distribution of troops and mobilization plans, to the comparatively minor questions of the practice of cutting the tails of cavalry horses and the most suitable designs for soup and commissary carts for field use. The records, which consist of memorandum reports and related papers on matters considered and acted upon by the provisional General Staff, also include much information on the revision of regulations and on service and post schools. The papers are filed numerically and the record cards relating to them are interfiled with the documents. The cards contain abstracts of the subject matter of the papers to which they pertain and indicate the action taken. In instances where there are a number of papers relating to the same subject, such as the General Staff and Service School at Fort Leavenworth, the records are consolidated under one number. Other files consist of single documents. The papers are well arranged, appear to be complete, and include a card index arranged alphabetically by subject.

Army War College Records

The earliest records pertaining directly to the War Department General Staff are those of the Army War College Board, 1902-1903. They consist of correspondence, reports, and memoranda on such subjects as education of officers and military education in land-grant and other colleges; organization of the militia; location of military posts, the acquisition of land therefor, and the construction of buildings on military reservations; the securing of military information; details of officers; and badges adopted by organizations. Only about two cubic feet of these files have been preserved as an entity and they are very fragmentary. There are record cards, arranged numerically, giving abstracts of the papers and of action taken but the index to the records, as well as many of the individual dossiers,

having been integrated and interfiled with later records of the War College.

The most important early War College files, which contain much material that might be expected to have been in the main War Department General Staff files, are the Reports and Monographs of the Army War College, 1903-1919, amounting to about 225 feet in volume. Prior to the establishment in 1918 in the Office of the Chief of Staff of a War Plans Division and a Military Intelligence Division, many of the important functions of these divisions were exercised by the Army War College. These functions included the collection and dissemination of military information, the study and preparation of plans, and other such work of a strictly general staff character. The War College therefore investigated matters of prime importance to the Army and its studies contain much valuable historical data. The records include reports and studies on topics of the following nature: military policy, training and organization of a national army obtained by universal service, military problems of mobilization and supply, officers' training corps, maps of Mexico that would be of value in case of war, journeys through foreign countries, a field gun about to be adopted by the British government, and the transfer of the Coast Artillery from the Army to the Navy. The papers are filed numerically in dossiers, many of which are voluminous and have sub-numerical breakdowns. There are record cards arranged numerically and two sets of alphabetical index cards, one arranged by subject and the other by name. The numerical document file has gaps, because some of the records have been disposed of. The pertinent record cards have been retained, however, and indicate the disposition made of the files.

In addition to the main series of records of the Army War College there are files relating to personnel, administration, appropriations and expenditures, training, maneuvers, investigations and studies (a few reports and studies are included), foreign armies, courses of study, the collection and dissemination of military information, and requests for and transmittals of maps, publications, bibliographies, orders, and similar materials. The papers are numbered but are not filed by number. In several instances groups of papers on the same subject, notably personnel matters and letters of transmittal, have been removed from their proper numerical sequence and have been placed together in an approximately chronological arrangement.

There are record cards arranged by number, but the index is interfiled and integrated with that to the main series of records of the War College.

Included among these records are papers of the Third Division of the General Staff, 1904-1908, which constituted the permanent personnel of the War College and was charged with the supervision of military education and the preparation of instructions for the guidance of officers of the Army serving or traveling abroad or acting as military attachés and with the arrangement or digest of information in their reports. The records consist of reports, correspondence, and memoranda on the educational system of the Army, military courses of training at civilian institutions and the detail thereto of officers as professors of military science and tactics, submarine and seacoast defenses, and military systems in foreign countries. The volume of papers is small, and it is believed that many of them are duplicated in form or content in the reports of the Army War College or the General Staff. Included is a file of copies of weekly reports on the activities of the Second (Military Information) Division of the General Staff, May, 1906-May, 1908. These records are arranged in a numerical series distinct from that of the Army War College and do not include record cards or indexes.

The map collection of the Army War College is small in volume and consists of manuscript maps and file copies of printed maps relating to the American Revolution, to Napoleon's campaigns of 1806-1809, to the Civil War, to Canadian border areas, 1890, to Cuba in the Spanish-American War and in the occupation of 1906-1909, and to the Italian front in the first World War.

Board of Ordnance and Fortification Records

The Board of Ordnance and Fortification was never a part of the War Department General Staff but its activities after 1903 were closely related to those of the staff and ultimately its functions were taken over by the staff. The board was established by act of Congress approved September 22, 1888. This act provided that the board, which was under the direction of the Secretary of War, should be composed of the Commanding General of the Army, an officer of engineers, an officer of ordnance, and an officer of artillery. A civilian member, who should not be an ex-officer of the regular Army or Navy and who should be nominated by the President and confirmed

by the Senate, was added to the board by act of Congress approved February 24, 1891. The act of February 14, 1903, providing for a General Staff, also provided that the duties prescribed by law for the commanding general as a member of the Board of Ordnance and Fortification should be performed by the Chief of Staff. The functions of the board were to consider and recommend projects for fortifications and to examine and report upon ordnance and other inventions submitted to the War Department. When the Inventions Section, War Plans Division, was established in 1918, the work of the board was greatly reduced, and it was finally discontinued in 1920.

The records, covering the period 1888-1919, include a main file of correspondence, reports, and related papers, including some drawings and photographs, pertaining to inventions, guns, projectiles, tanks, equipment for fortifications, and other matters handled by the board. This material is arranged numerically, with a card index arranged alphabetically by subject. In addition, there are the following other series of records: press copy books of letters sent, 1890-1915, arranged chronologically with alphabetical indexes in each volume; bound volumes of proceedings of meetings and annual reports, 1888-1917, arranged chronologically; maps, blueprints, drawings, designs, and charts of experiments, arranged by subject (filed flat in map containers); ledgers, journals, bills for printing, price lists, and estimates, reports of tests of ordnance equipment and fortifications; and miscellaneous printed material.

ELIZABETH BETHEL

The National Archives

AN ARCHIVIST LOOKS AT THE LIBRARY OF CONGRESS

WHAT does the archivist expect of the Library of Congress? His natural reaction is that of the scholar's pride in the national library with its superb collection of printed materials and historical manuscripts, especially the Presidential Papers which are associated with that institution in the archivist's mind. But what of the paper work involved when a great institution services its collections, meets the Congress and the public, replies to countless questions by mail, hires and fires, and, in short, conducts its affairs both as a center of culture and as a government agency? The records created in the administration of the Library of Congress since the accession of Dr. Putnam in 1899 are the concern of this short paper and some of the details of their creation are now set forth.¹

Called in to make a survey of the records of the Library of Congress, an outsider first had to study the administration of an agency that carries on such diverse functions as supplying Congress with information, registering copyrights, distributing talking book machines to the blind, sponsoring concerts by one of the country's leading string quartets, providing photoduplication services, and cultivating cultural relations with Latin America. Fortunately each office and division of the Library of Congress has written a manual explaining its functions so a start in that direction was made at once. Your archivist also had the unusual privilege of attending meetings of the Librarian's Conference and thus, had a first hand knowledge of some of the library's current problems. Attendance at meetings of the Professional Forum gave him the reactions of a larger group to professional and, to some extent, administrative questions.

After a short study of the administration of the Library of Congress, your archivist devised a form for listing the records, held an explanatory meeting and thus launched a records survey. However strange and curious an outsider may regard an agency not his own, he, in turn, is regarded with curiosity by a staff whose records it is his task to survey. It is unfortunate that an archivist has to be regarded as a "thrower awayer" and is frequently met with the statement, "We have nothing to throw away," but this may be because

¹ Most of the records prior to 1899 have been merged with the collections.

the profession has not propagandized itself into that higher realm where the archivist hopes to strike a balance between the conservative officers who wouldn't throw away gum wrappers and others who practically have their waste baskets outside the door waiting for him to dump their obsolete records at once without benefit of the National Archives and a committee of Congress. There seemed to be no middle ground at the Library of Congress although there was a variant attitude to the effect: "Don't look now and maybe he'll go away."

But this interloper did not go away. He aided various officers in filling out their forms, and when the forms were submitted, edited them for fuller information and for uniformity in answers. In the meantime, he listed personally the records located in the various cellar vaults which did not seem to come within the particular jurisdiction of any office. When all the forms were edited, your archivist sat down to condense the forms into entries for an inventory. The entries were numbered consecutively throughout the inventory and arranged by types of records under each office. The forty-odd offices of the library arranged to follow the administrative chart in the latest annual report. Each office had a short sketch delineating its historical background so that the entries could be placed in their proper setting. It is hoped that this inventory will serve several purposes. It will give to the records administrator and to the historian a picture of the records system as it existed in the spring of 1945. It will enable library authorities to see what items may be listed for disposal and, what is more, after items have been approved for destruction, an alert records officer can see that disposal actually does take place.

Several interesting methods of record keeping may be mentioned. In 1899 after he had been in office for a month, Dr. Putnam urged the various offices and divisions of the library to engage in the practice of making letter press copies. This was done with great gusto until abolished by the MacLeish administration in June, 1940. In spite of this prohibition, one office still continues to letter press its outgoing correspondence with the plea that it is "so convenient." Under this system, the Putnam regime created 548 letter press volumes of correspondence for the office of librarian alone. The Copyright Office ended letter pressing in 1936 having brought forth over 2,000 volumes between 1897 and that date. Nor was the practice of making letter press copies confined to outgoing correspon-

dence; it was used to duplicate all sorts of records many of which an archivist would regard as ephemeral. For instance, the "service slips," 3 by 5 personnel records showing various changes of an employee's status as they occurred, were issued with an original and nine copies. Nevertheless, for a number of years, letter press copies were also made. At one time the library deposited funds with the local banks rather than with the Treasury Department. The deposit slips for this transaction were duplicated in letter press. For a period typewriter passes and applications for leave were letter pressed. The Library of Congress as early as 1911 began the practice of photoduplication. This process has sometimes led to excessive duplication, when, for four years, the pledges of employees to the Community Chest were photostated. Until recently, it was the custom to bind correspondence and even documents of lesser value. One division still continues to bind its correspondence and, what is more, the incoming and the outgoing letters are separate. In many a government agency no "fair copy" volumes exist after the middle of the nineteenth century; the Library of Congress has a fair copy of travel authorizations and point to point itineraries, 1899-1906. An archivist might be puzzled by the "red cards" in vogue 1930-1936. Whenever an employee was absent and there was "no application for leave on file," the "red card" was issued. Somehow it was deemed necessary to create three cubic feet of records to show that no records existed!

Up to this moment the field under discussion has been that of records administration rather than archives and history. An inventory of over a thousand entries ranging from a single volume to a series of 2,440 letter press volumes in the Copyright Office cannot help but reveal items useful to the investigator in history and library science.

For the researcher the records of the Secretary's Office will be most fruitful. Besides being the depository of the records of the librarian and the chief assistant librarian this office also for many years was a focal point in administration. Not only did the office of the secretary prepare the librarian's correspondence and maintain his files but carried on much of the library's correspondence by drafting letters based upon memoranda received from the various divisions. Moreover, the Secretary's Office was the principal channel of communication between the librarian and the subordinate offices of

the institution. Although the office of the secretary has diminished in importance, it is still the first place to go for records pertaining to the history of the Library of Congress for the last forty years of the twentieth century. Here will be found (to mention only a few) the "Subject File" containing correspondence relating to administration and policy matters of the library; the "Senate and House Files" showing the nature of its services to Congress; and "Division Memoranda" touching departmental and division affairs. Archivists will show considerable interest in the secretary's records (and those of the Manuscripts Division) having to do with "Project A," or the copying program for obtaining historical material in foreign archives and libraries. Librarians may be reminded of their humanitarian endeavors by the material pertaining to the committee for the restoration of the University of Louvain and the correspondence of the American Library Association War Service Committee (not strictly Library of Congress records). The international expert may remember that during the first World War the Library of Congress was the certifying authority for American libraries for the release of books seized by the British. Three cubic feet of records show how the library made these certifications.

For the investigator in the field of administrative history considerable importance can be attached to the General and Special Orders from 1899 to date. These show many internal changes and policies. Important too, are the annual reports submitted by the divisions to the librarian from which he made his excerpts for the printed annual reports. Unaccountably missing are the reports prior to 1914 but certain divisions have reported copies as far back as the turn of the century.

Some day it may be that an administrative historian will discuss the role of the chief clerk among government agencies, even in those agencies where he lingers on in the guise of an "executive assistant." In the Library of Congress the office of chief clerk was a dominating force in the administration of that agency until the abolition of the office and the distribution of its functions in 1940. The Library of Congress *Manual* for 1901 stated that his duties were those "usual in Executive Departments of the Federal Government." He had charge of personnel matters, supplies, the preparation of vouchers, travel, accounting, publications, printing and binding, and, after 1912, photoduplication. Just as the office of the

secretary was the agent of the library in certain administrative matters, the office of chief clerk was the agent of the librarian in the performance of the library's "housekeeping" functions. The records of the office of the chief clerk, a little scattered but apparently intact, reveal the administration of this many sided unit of the library.

If the historian is interested in the history of a particular division, especially the older ones, he may be pleased to learn that a record of orders and correspondence of the Order Division go back to 1897; binding lists and correspondence of the Binding Office to 1902; general correspondence of the Card Division to 1900; correspondence of the Descriptive Cataloging Division (inherited from the former "Catalogue Division") to 1897; correspondence of the Subject Cataloging Division to 1903; orders in the Loan Division to 1899; and borrowers' account cards 1867-1919; correspondence of the Serials (formerly Periodicals) Division to 1898; reference correspondence of the General Reference and Bibliography Division (formerly Reading Rooms) to 1899; general correspondence of the Manuscripts Division to 1897; correspondence of the Maps Division to 1897; correspondence and memoranda of the Music Division to 1902; correspondence of the Prints and Photographs Division to 1900; congressional correspondence of the Legislative Reference Service to 1915; memoranda of the Law Library to 1907; and correspondence of the Copyright Office to 1897 but applications and record of registrations of this office to 1870 and some of its account books to 1883.

But the most interesting records that it was my privilege to examine were not created by the Library of Congress at all but center about the personality of Bernard R. Green. This individual who is not listed in the *Dictionary of American Biography* had a share in completing the Washington Monument and in constructing the State, War, and Navy Building. Under the direction of General Casey, an army engineer, he built the Library of Congress (1889-1897) and was then charged with its maintenance. Next he was intrusted with the construction of the National Museum and the Public Library for the District of Columbia. His architectural horizon was broad enough to include consultation in the building of the state capitol at Harrisburg and an interest in renovations of the Willard Hotel and Hogan's Oyster House. Most interesting by far are the records relating

to the erection of the main building of the library. They fall into two groups: those created by the Commission for the Library of Congress, 1886-1888, and those created by the Office of Building for the Library of Congress, 1889-1897. The commission was composed of the Secretary of the Interior, the architect of the capitol, and the librarian of Congress. The minutes of their meetings still exist. This commission apparently was able only to acquire the site, remove the buildings thereon, make the excavations and begin the foundations before it was succeeded by the Office of Building for the Library of Congress. Construction was supervised by the army engineers but Bernard R. Green was the man on the spot who got the work done. Here is fascinating material for the architect as well as the historian. Besides the plans, the architect will be engrossed with the little notebooks showing architectural details, the specifications, and the record of granite shipped wherein are listed course by course and piece by piece the granite used in the construction of the building. The historian will pore over the time books, correspondence, the contracts, vouchers, quarterly reports, and lists of applications and workmen employed. The historian will pause over these lists, for the ones for applications have a column wherein it is stated whenever the applicant had Congressional backing. The lists of workmen arouse curiosity likewise, because in the column devoted to the explanation for leaving which usually bore the legend "no work," one suddenly comes upon the word "imposter." The daily progress of the construction was recorded in a journal of activities. In red ink is the entry on the day when General Casey was stricken by heart attack while visiting the library and died soon after reaching his home.

Conscious of its approaching sesquicentennial in 1950, the Library of Congress is making an attempt to assemble its records so that they may be utilized for a history of the library as that institution approaches the close of a century and a half of existence. If the archivist has been inclined to differ with the library in its methods of record keeping, he can have more assurance for the future because the new librarian of Congress is not only a librarian but an archivist as well.

RICHARD G. WOOD

THE WAR RECORDS PROGRAM IN ILLINOIS¹

THE Illinois War Records project was inaugurated by the Illinois War Council, the official civilian defense agency of the state, to prepare the groundwork necessary for a comprehensive history of Illinois at war in anticipation of a popular demand for such an account. With this purpose in mind, Governor Green, on May 9, 1942, created the Division of War Records and Research to preserve not only the records of the state and local war councils, but, insofar as possible, the records of the war contribution of the entire state as well.

The Division of War Records and Research is a sub-division of the council's Public Relations Committee. In addition to its chairman, Lieutenant-Governor Cross, the division consists of twelve members who have acted in an advisory capacity. Among them are Professor Tracy Strevey, chairman of the History Department of Northwestern University, Paul M. Angle, state historian of Illinois, L. Hubbard Shattuck,² director of the Chicago Historical Society and historian for the Chicago metropolitan area, and Mrs. Theodore C. Pease of Urbana who, as Marguerite Jenison, edited the last two volumes of *Illinois in the World War*, published by the Illinois State Historical Library in 1923.

Mr. Shattuck's membership on the committee was most helpful as the Illinois War Council does not have jurisdiction over the Chicago metropolitan area, which is a separate unit for civilian defense purposes. The division has worked very closely with Mr. Angle, as any extensive historical project will, in all likelihood, be carried out under the direction of the Illinois State Historical Library. The writer was in charge of the historical project for two years from September, 1942, to September, 1944. The program has now been transferred to the State Historical Library under the direction of Mr. Angle.

As has already been indicated, the division undertook a two-fold program. The first part was concerned with the preservation of the

¹ A paper prepared to be read at the cancelled luncheon meeting of the Society of American Archivists scheduled for December 28, 1944, at Chicago, in connection with the annual meeting of the American Historical Association.

² The death of Mr. Shattuck occurred while this paper was in the hands of the editor. Mr. Shattuck was succeeded as director of the Chicago Historical Society by Mr. Angle. Mr. Angle's successor as state historian has not yet been named.

records of the state and local war councils. The second part of the program dealt with the preservation of the records of the war effort for the state of Illinois as a whole, insofar as this was possible. Libraries and historical societies were encouraged to preserve community war records. Steps were taken to include in the program civic organizations and governmental agencies participating in the war effort, such as various divisions of the state government, business organizations, colleges and universities, and similar groups. Although no effort was made to assemble historical records on a large scale at the headquarters of the council, co-operating organizations were asked to keep the Division of War Records and Research informed of their war activities by sending brief reports from time to time. In this way, it was possible to obtain some idea of the extent of the entire state's contribution to the war. It was hoped that this preliminary work, limited as it was, would aid in the preparation of a future history of Illinois at war.

It is with the part of the program relating to the preservation of the records of the state war council and local war councils that this paper is primarily concerned. The basic records of the Illinois War Council are: the minutes of the monthly council meetings, correspondence by and to staff members, monthly reports from the standing committees, releases and directives to local councils, bulletins, pamphlets, or other council publications, and news releases. Most of the material has been classified under the standing committee with which it is concerned. These committees are: Adjustment of Business to War Conditions, Agricultural Resources and Production, Auditing, Civil Protection, Conservation, Co-ordination of Independent Groups, Finance, Labor, Legal and Legislation, Local Councils of Defense, Military and Naval Public Education, Public Health, War Bonds and Stamps, Women's Division, and Works and Housing.

Especially valuable for purposes of reference are the reports submitted monthly by the standing committees of the council, since they present a résumé of activities during the month. The council has also published many instructive pamphlets on a number of programs such as civil protection and victory gardens. A most important source of information is the council's official publication, *Illinois Mobilizes*. In addition, the daily releases, "News of Illinois at War," which are sent to state newspapers, provide information on all the latest council developments.

Letters sent to, and received from local councils and federal agencies, especially the Office of Civilian Defense, have frequently proved to be of great value in preparing a record of council activities.

Attention should also be directed to a collection of early records of the council dealing with its background and the short-lived council established by Governor Stelle, who was governor from October, 1940, to January, 1941.

Many programs have been undertaken by the Illinois War Council in co-operation with other organizations. This is especially true of salvage drives and war bond campaigns. All salvage drives have been directed by the war council and the Illinois branch of the general salvage section of the War Production Board. Most of the salvage records for Illinois are kept at the War Production Board headquarters in Chicago rather than at the headquarters of the Illinois War Council. As this is a federal agency, the federal government will make provision for the disposition of salvage records after the war. These records are most complete and cover all salvage activities in the state by counties. The War Finance Committee of Illinois has directed the sale of war bonds. Local war councils have played a secondary role as they have been confined to co-operating with the program as directed by the federal government. Consequently, a large part of the history of war bond drives is to be found in the records of the War Finance Committee of Illinois. The latter organization has considered writing a history of its activities.

The Illinois War Council, like the national Office of Civilian Defense, emphasized the protective aspects of civilian defense. During the past year, when it became apparent that air raids were unlikely, the administrative staff was cut considerably. Even the civilian war services are now maintained with a minimum of direction by the state council which, last summer, was reduced to a skeleton organization.

The Division of War Records and Research felt that one of its major responsibilities was to obtain more concrete data about the many and diverse activities of local war councils. As the Illinois War Council is essentially a directing rather than an executing agency, it is on the local level that the civilian defense program has been carried out. Data at council headquarters on local accomplishments was limited and largely statistical in nature. Available information consisted of personnel reports, and periodic reports summarizing

accomplishments in particular programs, such as the total number of victory gardens for the year in a particular community, or bond sales by local councils for a specific time. To supplement this data, a questionnaire was sent to all local councils late in 1942. From the replies received, a mimeographed report was published, surveying the great variety of programs sponsored by local councils throughout the state.

A series of field trips to leading local councils throughout the state was made for the purpose of inspecting records and encouraging local councils to prepare a summary account of civilian defense activities. The field trips showed a wide variation in the preservation of records. Although some councils had considerable data of historical value, such as scrapbooks of clippings and summary histories of major accomplishments, too often the only records available were correspondence and personnel data, even in communities where outstanding work was being done in civilian defense. It was pointed out on these visits that adequate written records of important programs were indispensable if either the final report of the Illinois War Council or a future history of Illinois at war was to give credit to the many outstanding local achievements in civilian defense. As a result of the field trips, a number of local councils prepared historical sketches which included matters of human interest and a discussion of problems encountered in carrying out the various programs in the communities. An interesting example is the story of the two service men's centers in Galesburg operated under the jurisdiction of the local war council.

In general, it may be said that local councils which received generous financial assistance from local governmental units kept more complete records. Without financial aid a full-time secretary could not be employed. And it is usually the secretary who keeps the scrapbook or other record of activities. In Illinois, the state government has extended no financial assistance to local communities for civilian defense purposes. This threw the entire financial burden upon local governmental units which were frequently unwilling or unable to grant extensive aid.

A question raised during the field trips was what disposition would be made of local records after the war. Records of the state council will presumably be transferred to the Archives Division of the Illinois State Library. On the other hand, local councils usually desire

to keep in the community all important records, especially scrap-books. As the offices of local defense councils will close after the war, it is important that permanent depository be found for such records. The public library or local historical society seem best suited for this purpose, as these organizations, particularly libraries, are in many cities preserving community war records.

The staff of the Division of War Records and Research spent a considerable portion of its time in preparing, in co-operation with the entire executive staff, a rather comprehensive report on the achievements of the Illinois War Council since its inception in April, 1941, through June 30, 1944. It was felt that a preliminary account of the council's activities should be prepared while the war was still in progress. This was similar to the policy followed by federal war agencies. The great advantage of such a preliminary report is that it preserves in written form first-hand oral information from staff members associated with specific programs that might otherwise be lost.

In assembling data for this report, all available records were analyzed and personal conferences were held with many state officials participating in the council's program. A limited number of copies were prepared in mimeographed form.

The report was divided into six major sections. The first section described the organization of the Illinois War Council and local councils. The field organization of civilian defense in the state, consisting of three zones, nine regions, thirty-four districts, and one hundred counties, was reviewed. The various types of local councils—area, county, municipal, and township—were defined. This section was concluded with a description of a plan of organization of a typical local war council.

The second part of the report dealt with the civil protection program. The civil protection division to insure the success of the training program for members of the U.S. Citizens Defense Corps sponsored various courses of instruction as, for instance, schools for air-raid wardens and auxiliary firemen. A description was given of the series of six practice exercises in 1943 which were held to keep members of the defense corps in a state of readiness for an emergency. These exercises culminated in a state-wide blackout, except for the Chicago metropolitan area, on July 30, 1943. The high spots of the contribution of the U.S. Citizens Defense Corps as a relief agency in the

event of natural catastrophe were also included. During the spring floods in late May, 1943, in central and southern Illinois, the defense corps units in forty-two counties co-operated with other agencies to protect life and property. Outstanding service was rendered by civilian defense workers in various parts of the state.

Part three presented a résumé of the civilian war services, which included such varied activities as a farm labor program and public health activities.

The fourth section was devoted to a description of the major role the women's division was playing in the war effort of the state.

The last two sections briefly described public relations and office management.

A major limitation of an official report of this character is that it is necessarily highly officialized, factual, and descriptive and of limited value in providing guidance for a possible future emergency. The same is true of the records of the state council in general. Only recently Miss Margaret C. Norton, the state archivist, remarked that when plans for a state defense council were being considered for the present emergency, the records of the state council of defense of the first World War revealed a list of bond purchases by individuals, but no data very helpful in setting up the administrative unit of Illinois' present war council. From the standpoint of administrative organization and procedure, the official records will necessarily not reveal all of the administrative problems which inevitably confront a temporary organization created to meet an emergency. Furthermore, the theoretical administrative organization may not reveal the actual basis of operations. It may be questionable whether basic decisions should be made by a group of seventeen council members who are entirely divorced from the administrative staff responsible for the execution of policy. These and related questions can only be understood if a critical and objective analysis of the administrative organization is made.

Reference should be made to the records of the war activities of the various branches of the state government. Officials of state agencies were requested to send periodic reports of their special war activities to the Division of War Records and Research. Some idea of the diversified types of war activities of state offices can be seen by reference to programs of a few specific departments. The Department of Public Works and Buildings, to cite one example, felt the

full impact of the nation's war program. The Division of Highways of this department emphasized the construction of access roads from the general highway systems to military establishments. Attention has also been given to the construction of strategic highways. Most of this program was carried out under the terms of the Defense Highway Act of 1941. Under the guidance of the office of the Superintendent of Public Instruction, the public schools of Illinois instituted a war-time program of education. Young people at the elementary school level, through such programs as "The Schools at War Program" and "The Junior Citizens Service Corps," learned what democracy means, what we are fighting to protect, and what peace after victory should be and mean.

As part of its program to further the preservation of data on war activities for the state as a whole, libraries and historical societies were encouraged to preserve community war records. It was found that many libraries were keeping scrapbooks of newspaper clippings. This program was encouraged, but, in order to make scrapbooks more useful for historical purposes, it was suggested that they include more than clippings pertaining to the direct contributions of the community to the war effort. It was recommended that scrapbooks record a picture of the community in war-times. Such a scrapbook would include not only such data as stories about service men or the local war council, but also articles on the sociological aspects of the war on the community—disagreements between capital and labor, race troubles, and juvenile delinquency, etc. Public libraries were also urged to preserve pamphlets and other records concerning community war activities.

The contributions of historical societies varied. In the main, they assembled the letters and photographs of servicemen.

A survey was also made of the ways in which colleges and universities in the state co-operated with the war effort. They were asked to furnish data on such subjects as the following: military or naval training programs, such as the Army A-12 and Navy V-12; war-time physical education programs; acceleration of the curriculum; special war-time courses in vocational training; staff members on leave for war-time service; and civilian morale programs. A wealth of material was assembled indicating that higher education in Illinois had met the challenge of war.

Members of the Division of War Records and Research felt that

if an adequate history of Illinois' war participation were to be written, a broad outline of such a work should be delineated beforehand. Accordingly, in 1943, a sub-committee of the division was appointed for this purpose. In preparing an outline, it was assumed that two types of histories would be published after the war: (1) a detailed topical history in several volumes, primarily for record and reference; and (2) a narrative history in one or two volumes for the general reader. This outline covered only the topical history. The major headings of the outline are: Military Records, The Eve of War, Early Military Activities, Civilian Defense, State Departments and Agencies, War Production, War Relief and Welfare Agencies, Schools and Colleges, Civilian Activities, Civilian Life in War-time, and Peace and Readjustment. Each of these topics was further divided into numerous subheads.

As previously mentioned, the war records program has been transferred to the state historical library, under the direction of Mr. Paul M. Angle. This step was authorized by the council upon the writer's recommendation when the writer resigned to join the faculty of Rockford College last September. It was felt that the state historical library was the logical agency to take over this project. All records pertaining to the war activities of the state at large, as well as all duplicates of council records, have been sent to the state historical library. The records of the war council and such records of the local war councils as are available and worthy of preservation will presumably be transferred to the Archives Division of the Illinois State Library upon the termination of the war.

Up to the present, Mr. Angle has been able to do no more than to keep the historical program alive due to the lack of an adequate staff. However, he is doing his best to obtain additional employees and reports that indications are that the request for additional help will be granted. It would seem quite possible that the present session of the Illinois legislature will take some action to authorize at least the continuation of the preliminary work on a history of Illinois during the present war.

STANLEY ERIKSON

Rockford College

WAR RECORDS IN THEIR RELATION TO STATE AND LOCAL ARCHIVES¹

FIRST let us consider briefly what in a broad way we collectors of war records are attempting to accomplish. If we could do everything we would like, if we could perform a perfect task, we would collect and preserve all the records and relics of every type which throw light of any kind upon our own geographical areas or topics of interest. We would include every single issue of every newspaper, all the publications of commercial and industrial organizations, every book published in our area or relating thereto, all photographs and other pictures, a program of every religious, social, or other event, every letter written by a man or woman in the armed forces, all letters written by civilians which throw light upon war conditions, the complete records of every federal, state, or local governmental agency in our territory, at least one sample of every type of uniform, every kind of weapon, every variety of military and naval supplies and equipment, and everything else used by the men and women of our area who are in the armed forces, together with many other types of records and relics. That is, if we were to perform our duty completely and fully, we would preserve in our war records collections every conceivable record and object which might be useful in the future for official or research purposes, or for museum displays, regarding the part our people have played and are playing in the war and its effect upon them.

Now clearly it is impossible for any of us to do so perfect a job, or for any of our collections to include all of these items. Even if we all could command unlimited storage space and could employ endless numbers of workers, we still would probably fail in some particulars. The only question is: How far will we fall short of the goal, and, with our limited resources, how can we best direct our efforts?

In nearly all of the states some type of war records program is being conducted, ranging from reasonably efficient coverage in some areas to only very limited accomplishments in others. In spite of our

¹ A paper prepared to be read at the cancelled luncheon meeting of the Society of American Archivists scheduled for December 28, 1944, at Chicago, in connection with the annual meeting of the American Historical Association.

shortcomings we may hope that by the time we are through, these collections in the aggregate will preserve valuable data on many phases of our life during the conflict. Almost certainly they will surpass similar collections for previous wars.

Now to come to the immediate problem under discussion, state and local archives in their relation to war records pose something of a problem. Since the activities of state and local governments form an integral part of the total war picture, clearly the records of these activities will be one of the chief sources for the future historian who deals with this period. But such archives cannot be treated as can certain other types of records. When we attend a war bond rally, we can carry away copies of the program for the war records collection. Posters, newspapers, pictures, and many other types of materials can usually be had for the asking, or at least for a small price. But we cannot walk into the office of the governor and carry out his correspondence files, no matter how important they may be as war records, and the same applies to most of the series of the various state departments and agencies and also to the records of local governmental divisions.

There appear nevertheless to be certain steps which we can take in this field. First, there are certain types of less permanent materials, such as posters, news releases, mimeographed bulletins, and the like which can be had for the asking. By making periodic visits to the different offices or by asking that such materials be sent to us, we can acquire and preserve a considerable portion of them.

Second, by checking lists of state and local official agencies, we will find that some of them, such as the Office of Civilian Defense, have been created merely in connection with the war and will probably cease to exist thereafter. Their archives may be looked upon as war records, and we should seek to add them to the central war records collection. In most cases the agencies will not be willing to give up the bulk of these archives as long as the agencies are still functioning, but when they go out of existence our opportunity will come and we can make an effort to acquire the records.

Third, we cannot and probably should not seek to add to our war records collections the regular files of permanent official agencies. Sections of the files of the state treasurer, the clerk of the county court, or of most other state and local officials ought not to be extracted in order to be placed in any special collection. Instead, all of

the files which appear to have value ought to be preserved intact, as a unit. But, while ordinarily we will not find it best to place parts of these files in the war records collection, we can emphasize to the custodian the importance of their protection and preservation. Also, we can stress the need for an efficient archival agency in each area, to which the valuable official records, after they have become non-current, can be transferred.

We might as well admit, at least among ourselves, that the war has tended to cause the eclipse and curtailment of certain types of archival work. The National Archives, for example, has had its staff drastically cut during the conflict. But on the state and local level, at least, the prosecution of active war records campaigns would seem to offer an opportunity both to render a needed public service and at the same time to keep records work in general before the populace. The more we succeed with our war records programs, the more likely we are to arouse popular interest in archives work in general and the better chance there seems to be that such work will receive enlarged support on a peace-time basis, after the war.

CHRISTOPHER CRITTENDEN

State Department of Archives and History
Raleigh, North Carolina

THE GENERAL ACCESSIONING POLICY OF THE NATIONAL ARCHIVES

The following statement has recently been issued by the National Archives to explain the general character of its policy governing accessions. The text was forwarded by Dr. Solon J. Buck, archivist of the United States, with whose permission the editor offers a reprint.

OFFICIAL CIRCULAR No. 46-25

August 22, 1945

SUBJECT: General Accessioning Policy of the National Archives

A. *Basic Doctrine*.—The accessioning policies of the National Archives are derived from Congress' establishment of this agency to serve as the Government's instrumentality for the care of its important noncurrent records. It is hence conceived to be the responsibility of the National Archives to accept, preserve, and service any records of the Federal Government that are eligible for transfer under the standards established in subsequent sections of this circular.

B. *Pertinent Regulations of the National Archives Council*.—The National Archives Council has authorized the Archivist to requisition records of the following classes:

(1) Any archives or records that the head of the agency that has the custody of them may offer for transfer to the National Archives.

(2) Any archives or records that have been in existence for more than fifty years unless the head of the agency that has the custody of them certifies in writing to the Archivist that they must be retained in his custody for use in the conduct of the regular current business of the said agency.

(3) Any archives or records of any Federal agency that has gone out of existence unless the head of the agency that has the custody of them certifies in writing to the Archivist that they must be retained in his custody for use in performing transferred functions of the discontinued agency or in liquidating its affairs.

(4) Any other archives or records that the National Archives Council by special resolution may authorize to be transferred to the National Archives.

C. *Eligibility of Records for Transfer*.—Any records of the Federal Government are eligible for transfer to the National Archives that fall within one of the classes defined by the National Archives Council as subject to requisition (see section B), that are noncurrent (see section D), and that are believed to have enduring value (see section E).

D. *Explanation of Noncurrency*.—1. Records are noncurrent when the use made of them in carrying on the activity in connection with which they

have been accumulated has ceased to be of such extent or character that the advantages of having them at hand in the office or offices in which that activity is carried on exceed the advantages of having them more generally available in a central archival repository. Note that "currency" is to be clearly distinguished from "activity." The use of records of one agency by another agency not its successor (such as the use of contract records of the War Department by the Justice Department in connection with anti-trust suits), the use of records by the public (such as the use of pension records for genealogical purposes), and the use of records by the agency that accumulated them for carrying on activities other than that in connection with which they were accumulated (such as the use of Navy Department civilian personnel records by that Department in the study of the demobilization of its civilian personnel following the last war) all constitute "activity" but are not considered to contribute to the "currency" of the records.

2. It is not believed to be practicable to apply any rigid formula in terms of services per thousand cubic feet as a means of distinguishing between "currency" and "noncurrency." If the separation of the records from the offices that have them will not impede the carrying on of the activity in connection with which they were accumulated, and if the service of the records for current purposes will not impose an undue burden on the National Archives, the records will be considered noncurrent even though their use in carrying on that activity is relatively frequent. On the other hand, even if their use in carrying on that activity is relatively infrequent, they will be considered current if such use is of such a nature as to impose an undue burden on the National Archives or to require the physical presence of the records in the agency in the interest of business efficiency.

E. *Explanation of Enduring Value.*

1. KINDS OF VALUES TO BE CONSIDERED.—All values of records to the American people, either directly or through their Government, whether for administrative, legal, research, scientific, or other purposes, will be taken into account in determining whether records have sufficient enduring value to justify their transfer to the National Archives.

2. DEGREE OF VALUE.—No formal definition of the degree of value required to make records eligible for transfer to the National Archives is practicable for obvious reasons. It may be said in general that any records that have sufficient value to justify their continued preservation by the Federal Government have sufficient value to make them eligible for transfer to the National Archives.

3. DURATION OF VALUE.—"Enduring" value is not necessarily "permanent" value in an absolute sense. Records will be considered to have "enduring" value if they must be preserved for an extended and presently undeterminable period.

F. Priority of Transfer.—It is obvious that there is in existence at present and is likely to be in existence at any given time in the future a much larger quantity of records eligible for transfer to the National Archives than it is or will be practical to accession at one time. Though any records that are *offered* for transfer and are eligible under the standards set forth above will be taken, it is necessary to establish certain priorities to govern the exercise of the mandatory powers of requisition set forth in section B above and the solicitation or encouragement of offers of transfer by members of the staff. These priorities are as follows, all other considerations being assumed in each case to be equal:

(1) Records in danger of loss, destruction, or substantial deterioration in their present custody should be transferred before records adequately cared for at present.

(2) Records of temporary agencies or of emergency activities should be transferred before records of the continuing activities of permanent agencies, for which a more responsible continuing custody within the agency may be assumed.

(3) Records in which the public or a number of Federal agencies have an interest and of which they can make present use should be transferred before records, the use of which or interest in which is substantially restricted to the agency that created them.

(4) Older records should be transferred before more recent records of the same general class.

(5) Records of national interest should be transferred before records of primarily regional or local interest.

(6) Records believed to have a greater degree of value should be accessioned before records believed to have a less degree of value.

The order of listing of the foregoing priorities is arbitrary and is not intended to indicate their relative importance.

G. Relation of Restrictions to Eligibility of Records for Transfer.—Though the existence of restrictions on the use of a given body of records may affect the relative desirability of its transfer at a given time in relation to the desirability of transferring other and unrestricted records also available for transfer at that time (see item 4 in section F, above), the existence of such restrictions does not make the records ineligible for transfer. The Archivist may, however, refuse to accession records the use of which is subject to restrictions believed to be unreasonable and contrary to the public interest.

H. Relation of Available Resources of Space, Equipment, and Personnel to Accessioning Policy.—It is conceived that the resources available to the National Archives for the acceptance of records should be determined by the quantities of records that should be transferred rather than that the accessioning policies should be determined by the resources available at a given time.

Recommendations made as to the transfer of records should not therefore be based on the availability of space, equipment, or personnel. If a determination is made that a body of records is suitable for transfer and if the resources available at the time are not adequate to accommodate the records, it then becomes an administrative responsibility of the appropriate officers of the National Archives to obtain the needed resources or to defer the transfer until such time as they shall be available.

I. *Agency Responsibility with Respect to Records Offered for Transfer.*—It is expected that agencies offering records for transfer to the National Archives will offer them by complete and logical units, that all records comprised within the limits of the date span and description of the records offered will be included, that the records will be in good order at the time of transfer, and that the agency will bear the cost of bringing to Washington any records not in the Washington metropolitan area that are offered for transfer. Unless these conditions are met as nearly as it may be reasonable to expect in the total circumstances of any particular case, records will not be accepted for transfer except in instances in which the public interest makes it highly desirable that they be placed in the custody of the National Archives.

J. *Construction of this Circular.*—The principles set forth in this circular are those believed to accord with the intent of Congress in establishing the National Archives and to be likely best to serve the public interest in normal circumstances. Exceptions will be made, however, when it is apparent that the application of these principles in a special instance will not be in the public interest. For example, records will not be accessioned, though non-current and of enduring value, if it is obvious that they can be kept and used to better effect in the agency that has custody of them than in the National Archives. On the other hand, records of liquidated emergency agencies that do not have enduring value may be accessioned if no other appropriate custody for them is available and if it is apparent that it will be in the public interest for them to be kept by the National Archives for the period for which they must be retained.

K. *Application of the General Accessioning Policy to Special Classes of Records.*—In subsequent Official Circulars there will be set forth the standards for appraising the noncurrency, the value, and the suitability for transfer of records of certain special classes of records under the general policy announced herein.

SOLON J. BUCK
Archivist of the United States

REVIEWS OF BOOKS

RICHARD G. WOOD, Editor

The National Archives, Washington 25, D.C.

Libraries Guests of the Vaticana During the Second World War, by Dom Anselmo M. Albareda. (Vatican City. Apostolic Vatican Library, 1945. Pp. 70.)

This booklet of seventy pages is important to archivists chiefly for two reasons: it contains a brief but definite record of notable achievement on the part of several archivists under the dangerous handicap of bombardment and it emphasizes the importance of preventive care necessitated by the new instruments and agencies of destruction. The record is contained chiefly in the preface from the pen of Dom Anselmo M. Albareda, of the Vatican Library. This is followed by a list of twenty-six libraries and archives which were given shelter in Rome during the time of danger. Dr. Nello Vian, of the Vatican Library, edited several pages of historical notes describing each of these libraries. This section is followed by a short chronicle of the transfer and storage of the libraries. When the danger was over, the Vatican Library prepared a public exhibition of the chief treasures from the collection. The booklet concludes with a descriptive catalogue of the exhibition rather amply and elaborately illustrated.

Since there may be some delay in the general distribution of the booklet, it may be permissible to recount here some of the high lights of the achievement as narrated by Father Albareda. Calling attention to the unceasing concern of the Church for the care and preservation of library materials, he recalled the circular letters of 1902, 1907, and 1923 addressed by the secretary of state to the Italian bishops containing counsels and instructions for the preservation and administration of libraries; and he pointed particularly to the letter of Cardinal Giovanni Mercati, librarian and archivist of the Vatican, addressed in November, 1942, to the Italian bishops to promote a new and detailed care of ecclesiastical archives and libraries which proved, under the circumstances, to be most providential. When the danger became imminent with the waging of warfare both on land and in the air, in November, 1943, Cardinal Mercati, whose position and long experience were instantly recognized, took charge of the situation. Thirty-seven towns and villages near Rome were visited and scores of materials, including ecclesiastical and communal archives, books, and objects of art were transported to be deposited in the libraries of Rome, some reaching the Secret Archives of the Vatican. Even in the Vatican Library a number of structural changes were necessitated to insure perfect safety. Through an agreement with the German embassy to the Holy See, co-operation was had from Dr. G. Lang, assistant at the

German Historical Institute in Rome, from Professor H. Evers, of the University of Munich, and some members of the German command, which usually provided the transportation.

With the coming of the Allies to Rome, the work of salvage and repair was carried on with the co-operation of the Subcommittee for Monuments, Fine Arts and Archives, directed by Professor E. T. DeWald, of Princeton University, assisted by the Vatican archivist, by Captain T. H. Brooke, of the British Record Office, and Dr. Emilio Re, the superintendent of archives in Lazio.

Dom Albareda notes with regret the persistent and vigorous attempts which were made through every channel to save to Rome three great German libraries—the Hertziana Library, with its abundant Michelangelo collection, and the libraries of Archeological Institute and the German Historical Institute; these the Germans took to Salzburg, or at least started them in that dangerous direction.

F. A. MULLIN

The Catholic University of America

Tenth Annual Report of the Archivist of the United States, 1943-1944. (Washington. 1945. Processed. Pp. iv, 97.)

Prepared in the midst of war, the *Tenth Annual Report of the Archivist of the United States* reveals the vastly augmented role which the National Archives has been called upon to play and foreshadows its significant place in post-war federal administration. Within a ten-year period that agency has accessioned nearly all the permanently valuable records of the federal government through the first World War, with the exception of the records of the House of Representatives, the federal courts, the General Accounting Office, the Patent Office, the Post Office Department, and the military and naval service records of the first World War.

Dr. Buck paints a realistic picture. Within the next two or three years, he warns, the available storage space in the building will be exhausted, and it has become imperative to revise completely the original plans for the storage of federal records, now being created at the rate of a million cubic feet a year. The records of the emergency war agencies, which would need a building double the capacity of the National Archives, should be brought at the earliest possible moment under proper centralized supervision and control; otherwise hopeless record confusion will ensue when these agencies terminate their activities. The archivist wisely plans for the time being to concentrate on these emergency agencies.

With the permanent federal agencies the records problem is not as exigent. The federal Disposal Act of 1943 allows the disposal schedules of government agencies to be applied not only to valueless past records, but to similar

records deemed valueless in the future. In this connection, the archivist recognizes the need for records organization of some kind in each permanent agency of the government, and the National Archives has offered its good counsel to other departments and agencies in setting up such organizations. Time and patience will be needed to eliminate the chief ills that beset record keeping in federal agencies—sluggishness, obesity, and atrophy.

The federal survey undertaken for the National Archives a number of years ago indicated that the federal records are fairly evenly distributed between Washington and the field. Since they now run to the immense quantity of seventeen million cubic feet, it would seem that further centralization of field records of permanent agencies would be unwarranted, except in the case of the choicest historical items in imminent danger of loss or destruction, and that some plan of regional decentralization should now be seriously proposed to fit into the federal government's post-war planning and construction program. The archivist points out that it now costs \$300,000,000 a year to house and maintain the scattered federal records—five per cent of the budget for the peace-time year 1938. Should not an effort be made at this time to persuade Congress that a modest budget for regional storage and administration might in the long run guarantee lasting economies in the records storage budget?

Despite the loss of staff members to war agencies, many of the valuable activities of the National Archives have been carried on during the past year. The program of granting fellowships in archival administration to properly qualified candidates from three Latin-American nations is one offering great promise. Interesting and important accessions continue to enter the vaults of the National Archives, including such items as the records of the Springfield Arsenal, 1794-1911, and the records of the collectors of customs at Baltimore, 1783-1919. There are gaps in these latter records, the description indicates. Some years ago a New York autograph dealer collected large quantities of the ship manifests of the early federal period for this port, and the reviewer had the good fortune to examine them before they were disposed of piecemeal at auction. This single illustration underscores the need for proper records organizations at the various agencies of the federal government, as well as for a vigilant policy of central over-all control.

The objectives of the National Archives are not narrowly conceived by Dr. Buck to be the production of an individual naturalization folder or service record, but broadly stated to provide students and federal administrators with administrative, procedural, and historical data which will facilitate the handling of analogous problems and the making of policy in our contemporary life. Limited by its restricted budget and personnel, the National Archives has nonetheless in the ten years of its existence made important strides toward attaining its objectives. It has amply justified its existence, not

alone to the historian, research investigator, and federal official, but to the taxpayers, who are once more going to think in conservative figures now that astronomical war spending has become a thing of the past.

RICHARD B. MORRIS

The College of the City of New York

Fourteenth Annual Report on Historical Collections, University of Virginia Library, for the year 1943-44. (Charlottesville. University of Virginia, 1944. Pp. 50.)

In reading Dr. Cappon's report one has the feeling that much more information is implied than is presented in the few pages of text. Discussing the problems and techniques of collecting for an institution, he ranges from equipment, personal qualifications, tips and clues, interpretation of what is "historical," the virtue of a comprehensive program of collecting, and the attitude of owners to talking points for persuading owners to part with materials. The intriguing question, for example, of contact with sources beyond written records, the variety and range of materials, both in subject and type, and the technique of organizing a program of search—all these and many other points call for fuller treatment. The alluring possibilities, therefore, suggested by the topics covered, lead one to wish that they could be more fully developed. Experience of the sort described (not anecdotes) should be more widely exchanged.

Results of energetic collecting efforts for the ten-month period from September, 1943, to June, 1944, are apparent in the twenty-one page list. Among notable items are the Edgehill-Randolph collection, containing a group of Jefferson papers, Randolph speeches and letters, 1805-1832, and Sabine Hill papers between 1659 and 1897, relating to the Carter family. It is encouraging to note appreciation of the needs of the economic historian in the preservation of many business records. The excellent index adds in no small part to the value of the report as a reference tool for the archivist and historian.

WALTER HAUSDORFER

Columbia University

Annual Report of the Librarian of Congress for the Fiscal Year ended June 30, 1944. (Washington, D.C. United States Government Printing Office, 1945. Pp. 204.)

The Library of Congress Quarterly Journal of Current Acquisitions, v. 1, July, 1943-June, 1944.

This annual report of the librarian of Congress marks Mr. MacLeish's final accounting of his brief but meteoric period at the helm of the world's largest library. As such it is of special significance and interest. Particularly

important, for archivists and other scholars, is the fact that under the MacLeishian hand the annual report has become more and more of a streamlined, administrative document. The discussion of important acquisitions and current accessions, commented on at considerable length in the earlier annual reports, has now been transferred to the new journal here under review.

Mr. MacLeish takes two paragraphs in the report to discuss and explain the launching of the *Quarterly Journal of Acquisitions*. The forty-year custom of the library of recording its acquisitions in the annual report had several disadvantages, he says. "Discussions of acquisitions for any one year were scattered, . . . interspersed with reports of a purely administrative character; balance was not sought or secured as between the acquisitions of various collections; the presence in the Library of new materials was reported anywhere from 6 to 18 months after receipt; and finally additions to the 'general collections,' which received the great bulk of new acquisitions, were mentioned only in exceptional circumstances."

The first volume of the new journal resulting from the decision to record and discuss acquisitions separately contains 273 pages. These added to the 204 pages of the report under review total 477 pages as compared to 482 pages in the annual report for 1938, the last full year of the library under the direction of Herbert Putnam. If balance was "sought" in this first volume, it was apparently not "secured." One finds little attention in it, and no separate articles, in such practical fields as business, economics and the pure sciences, all of which fall within the canons of selection of the library as carried at the front of each issue of the *Journal*. Philosophy, too, gets little attention and music, which rated some twenty-odd pages of detailed discussion in the 1938 report, gets less attention in the *Journal* than its importance in the library would seem to indicate.

More detail and more titles were apparently mentioned in the earlier reports than appear in the *Journal*, but the signed discussions in the *Journal*, chiefly written by department heads and fellows in the library, are better written, more interesting and more informed and evaluative than the comments and rather long lists of "notable accessions" appearing in the earlier reports. Such articles as "Three Indic Manuscripts," by Horace Poleman, in No. 4, typify the kind of scholarly contribution that could not be conveniently carried in an annual report. The same author's very useful and informative "Serial Publication in India" in the first issue has a flavor and a scholarly tone, as indeed do all the signed articles, which would not ordinarily be found in the annual report. The Review of the Quarter, however, with which each issue concludes, carries information very similar to that in the earlier reports.

Arthur W. Hummel's article "Movable Type Printing in China: a Brief Survey," in No. 2, points the way toward scholarly articles in subject fields, based on the library's collections but not discussing them or current additions

to them in specific detail. This kind of article, even though desirable and well done, as this one is, will have to be used sparingly by the editors if we are to have in fact a "Journal of Current Acquisitions."

It is good that Mr. MacLeish stayed at the helm long enough to be able to record in this, his fifth and last report, a fairly complete consummation of the drastic administrative reorganization which he undertook upon the advice and with the assistance of an outside committee of librarians and a separate committee drawn from the staff of the library. This reorganization, proceeding along accepted lines of modern administrative procedures, and thus centralizing and clearly delegating authority in a limited number of departmental chiefs responsible to the librarian, has obviously stirred the library to its roots. It is fortunate that Luther Evans, the successor to Mr. MacLeish, had an important hand in working out the reorganization and determining the direction it would take. He can be confidently counted on to hold the library to the course on which it has been so boldly launched by MacLeish.

To Evans falls the considerable responsibility of proving how much better the new streamlined administration is than the less clear, sometimes haphazard, but nevertheless remarkably effective procedures and policies of Herbert Putnam. Certainly all of us, as taxpayers, have a right to expect something very much better, since we are, through a generous government, now providing almost twice as much money (\$2,717,338 in 1938; \$4,683,992 in 1944) for the maintenance and development of the library as we did when Herbert Putnam handed over the controls. Much of this increase has fortunately been in salaries. It is with obvious satisfaction that Mr. MacLeish records further increases authorized for 1944-1945 which add \$226,000 to the salary budget of the library and give it five \$8,000 salaries, below the librarian, as compared with none in the year under review and ten \$6,500 salaries as compared with two in 1943-1944, and similar increases throughout all the personnel brackets of the library. This is a far cry from the days, not too long ago, when this reviewer entered the library profession. At that time the highest salary in the library was \$5,000, a salary in no way indicative of or commensurate with the high quality of service then being given by the library and its staff.

All in all the new *Journal*, with its excellent and authoritative articles, introduces an additional flavor of scholarship into the work of the various subject divisions and departments of the library, to the credit of the library and the editor of this first volume, Allen Tate. It can, from all indications, be counted on to become eventually a much more significant and usable aid to scholars than the acquisitions and growth discussions formerly intermingled with administrative detail throughout the annual reports. A detailed index appearing promptly at the close of each year, will, however, be essential if the *Journal* is to be of maximum value to scholars.

It may be predicted that the public printer will get no relief, as Mr.

MacLeish had persuaded him, from this new way of recording the current acquisitions of the library. The *Journal* gives every evidence of being a lusty infant which will grow and thrive. As it does it will need, ask for, and undoubtedly secure many more pages, bringing into them numerous facsimile reproductions of woodcuts, manuscripts, and photographs. All this will be fine for scholars, but it will add another infinitesimal grain to the already gargantuan burden of the public printer.

WILLIAM H. CARLSON

Oregon State System of Higher Education

New York State Library. 127th Annual Report 1944. (Albany. University of the State of New York, 1945. Pp. 96.)

This report, the last one made by Mr. Vail before he left for the New-York Historical Society, follows the usual pattern. First is a report on the general policy and progress of the library for the past year, then detailed reports of the section chiefs. Of particular interest is the report of the head of the Manuscripts and History Section. About six illustrations enliven the report, and a good index closes it. The whole report shows compliance to the full with the requirement set forth in the act of April 21, 1818, establishing the state library as "A Public Library for the Use of the Government and People of this State."

EDWARD F. ROWSE

The National Archives

Ship Registers of the District of Gloucester, Massachusetts, 1789-1875, with an introduction by Stephen Willard Phillips. (Salem. The Essex Institute, 1944. Pp. 196.)

In a changing world, it is heartwarming to find that an institution in the United States can adhere to a publications program begun as long ago as 1906. Then a volume similar to this for Gloucester appeared for Salem. In between have been a volume for Newburyport and another in a different form for Marblehead not to mention all those compiled by the Survey of Federal Archives for which they furnished inspiration.

The volume for Gloucester includes besides information taken from registers of the custom house deposited at the Institute, similar information taken from those sent to Washington in connection with the French spoliation claims and now in the National Archives and also from others in the National Archives for the period 1845-1857, when there is a gap in the custom house records. It is interesting to note that the National Archives was able to furnish, in spite of their poor condition, the needed record for about eighty-five per cent of the registers issued in this period. Information regarding the history of almost all the various vessels after 1875 or their history before or

after they were registered at Gloucester can also be obtained from the National Archives.

Vessels are listed alphabetically as in the *List of Merchant Vessels of the United States* and for each there is given rig, hailing port, tonnage, date and place of build, dimensions, number of decks and masts, type of stern and head, date of registry, place and date of previous document, and names of owners and master. If the vessel was registered more than once at Gloucester, the date of the new register is given together with any changes shown. There is an index of names of owners and masters.

For purposes of local history, genealogy, and the history of shipbuilding, the inclusion of data from enrollments would have enhanced the value of the volume but doubtless would have made the cost prohibitive for the institute. What the volume purports to do is well done. If all were so, the archivist's labors would be lightened.

FORREST R. HOLDCAMPER

The National Archives

Annual Report of the Indiana Historical Bureau, 1944-1945, by Howard H. Peckham, director. (Indianapolis, Indiana. Indiana Historical Bureau, 1945. Pp. 24.)

In his first report as director of the Indiana Historical Bureau, Mr. Howard H. Peckham uses the completion of the thirtieth year of the bureau's activity as the occasion of a special report. In this "unofficial" report, longer than the customary statement appearing in the *Year Book of the State of Indiana*, Mr. Peckham reviews his agency's origins and projects, with commendable perspective, its future.

The Indiana bureau, *sui generis* among state historical agencies, reflects inspiration found in the neighboring states of Ohio and Illinois. Its organization as the Indiana Historical Commission in 1915, to direct the observance of the centennial anniversary of statehood in 1916, may be attributed at least partly to the stimulus of the Illinois centennial commission created in 1913, although subsequent developments resemble more closely the precedents found in Ohio. After ten years, in 1925, it was reorganized as the Indiana Historical Bureau and united with the state library and legislative bureau in the Indiana Library and Historical Department, from which the legislative bureau was separated in 1933. Mr. Peckham's predecessor, the late Christopher Bush Coleman, was the first director of the historical bureau and had served one year as director of the earlier commission.

Five statutory functions of the bureau indicate its principal obligations: to edit and publish documentary and other material relating to state history; to promote the study of state history; to promote the development of the state historical museum and the archaeological collection; to procure the

official portrait of the governor; and to contribute the services of the director on the state public records commission. These functions were carried on in 1944-1945 with a budget of approximately nineteen thousand dollars. A *Bulletin* is published monthly and distributed free of charge to over two thousand libraries, historical societies, and members of the Indiana Historical Society; through the years sixteen volumes of the *Indiana Historical Collections* have been published.

While, strictly speaking, the bureau is neither an archives nor a manuscript depository, it is an agency vitally concerned with records and their preservation and use. Its programs and activities have direct effect on the preservation and use of documentary materials through publication and the stimulation of public interest. The educational activities developed during the first thirty years are to be strengthened and expanded. An effort is to be directed to interests at the grade school level, establishing a foundation on which the historical consciousness necessary to archival and manuscripts programs must rest. This is to be done through an almanac, a popular history, and leaflets. The Junior Historical Society, a high school program, is to be strengthened, and county societies encouraged. The program of publications will be aided by the relaxation of war-time restrictions on the use of paper.

With enlightened interest in Indiana history beginning in the lower grades of the school system, the state may well anticipate an intelligent respect for the records of its history and a sense of responsibility for them.

CHARLES W. PAAPE

The University of Illinois

NEWS NOTES

KARL L. TREVOR, Editor

The National Archives, Washington 25, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

The Ninth Annual Meeting of the Society of American Archivists will be held on November 6 and 7, 1945, at Indianapolis, Indiana. Headquarters are to be established at the Hotel Severin, and the hosts will be the Indiana Historical Bureau, the Indiana State Library, and the Indiana Historical Society. Mr. Howard H. Peckham is chairman of the Committee on Local Arrangements. The Program Committee consists of Miss Bertha Josephson, Ohio State Archaeological and Historical Society, Ohio State Museum, Columbus 10, Ohio, the chairman; Mrs. Herbert P. Gambrell, Captain Victor Gondos, Ernst Posner, and Morris L. Radoff.

There will be a joint session with the American Association for State and Local History, which will hold its annual meeting on November 7 and 8, at the same place.

THE NATIONAL ARCHIVES

Recent additions to records in the National Archives include Post Office Department registers and journals, 1828-1934; drawings and photographs of federal buildings no longer in the possession of the government, 1885-1945; records of the Chesapeake and Ohio Canal Co. and the Canal Towage Company for the fifty years prior to the purchase of the canal by the government in 1938; records of the District Court for the Southern District of New York, 1789-1912; and a small group of Interior Department records, 1854-1879, relating to colonization of free Negroes and the suppression of the slave trade, which were received from the Library of Congress. As the result of a recent transfer from the State Department, the records of that department in the custody of the archivist are nearly complete through the year 1929. Among other material recently transferred to the National Archives are selective service records of the first World War, central files of the Adjutant General's Office, 1917-1925, records of the Great Lakes Naval Training Center, 1911-1939, and Office of War Information records, 1941-1944.

The series of *Reference Information Circulars*, describing materials in the National Archives relating to strategic geographic areas and to subjects such as disposition of surplus property and termination of economic control by government agencies following the first World War, is now available for

general distribution. As long as the supply lasts the *Circulars* may be obtained upon request from the Assistant Administrative Secretary, The National Archives, Washington. Also available are "Let's Look at the Record," by Solon J. Buck, reprinted from the *American Archivist*, and *The Proposed Government Film Repository*, by John G. Bradley.

German surrender documents signed at Luneburg, Reims, and Berlin are being viewed by hundreds of people daily at the National Archives, after having been unveiled by Maj. Gen. Anthony C. McAuliffe in a colorful ceremony. They have been incorporated into the current exhibit, "President Roosevelt and International Cooperation for War and Peace," made up of Franklin D. Roosevelt Library materials and federal records. The surrender documents will soon be available in facsimile as a publication of the National Archives and will be sold by the Superintendent of Documents.

The opening up of Japan by Commodore Matthew Galbraith Perry is pictured in the logbooks of his flagship and of the other vessels that made the first visit of a United States fleet to Tokyo Bay ninety-two years ago, in letters from the commodore, in the first treaty signed by the United States and Japan, and in many other items on the subject that are on display in the exhibition hall of the National Archives.

The famous Indian Treaty of Greene Ville, signed on August 3, 1795, by General Anthony Wayne and chiefs of many of the northwest Indian tribes, was made available by the National Archives to the Treaty of Greene Ville Sesquicentennial Commission for the celebration at Greenville, Ohio, of the 150th anniversary of the signing, August 1 through August 3.

THE FRANKLIN D. ROOSEVELT LIBRARY

The Franklin D. Roosevelt Library has recently received from Mrs. Roosevelt a considerable body of letters and papers relating to the period of her residence in Albany, January, 1929-February, 1933, and to the latter part of the Washington period, January, 1938-April, 1945. Mrs. Roosevelt's gift of her White House correspondence supplements a previous gift of similar materials covering the earlier years, and the library now has her Washington papers for the entire period 1933-1945. She has also given the library the many thousands of letters of condolence received by her following President Roosevelt's death and a scrapbook of memoranda and drafts of his speeches of the period 1929-1938, originally compiled by Marguerite Le Hand. Miss Grace Tully, personal secretary to President Roosevelt at the time of his death, has given the library a volume containing the first and final drafts of his 1933 inaugural address.

The Women's Division of the Democratic National Committee has given the library the correspondence and other papers of its national headquarters office in Washington for the years 1936-1944. In these files are letters from

party workers in the states to officials of the headquarters staff, with copies of the replies, on the many aspects of maintaining a political organization and running campaigns. Copies of speeches made during the several presidential campaigns, samples of campaign literature used, and lists of members are also included.

The papers of President Roosevelt that were in the White House at the time of his death, amounting to approximately nine thousand cubic feet, are now in storage awaiting settlement of his estate, after which it is expected that they will be deposited in the library.

LIBRARY OF CONGRESS

Among the recent accessions to the Division of Manuscripts in the Library of Congress the following may be noted: a manuscript volume of the "Standing Orders" of the House of Lords, British Parliament [c. 1748]; nine documents pertaining to British fortifications and finances, 1755, including one signed by George III; contemporary copy of orders of Major General William Shirley to Colonel Thomas Dunbar, August 12, 1755; letters to Governor Horatio Sharpe from Robert Dinwiddie, August 25, 1755, and from John Stanwix, April 10, 1760; twelve letters of Tobias Lear to Robert Brent and others, April, 1794, to December 14, 1915; one box of papers of Benjamin Homans, 1796-1840; commission of William C. C. Claiborne as governor of Louisiana, signed by Thomas Jefferson and James Madison, May 25, 1801; three reels of microfilms of correspondence (1823-1825) of Heman Allen, U.S. Minister to Chile, Archivo Nacional, Chile; five letters (originals or reproductions) of James K. Polk to Alfred Flournoy, January 31, 1827, to September 14, 1835; one box of papers of Theodore Parker, 1832-1863; two volumes of records of Company F, Thirteenth Regiment, Massachusetts Volunteers, United States Army, 1861-1864; one volume of records of expenditures for articles published in *Collier's Weekly*, kept by Peter F. Collier's secretary, 1905-1911; one volume diary of William Howard Taft, October 14 to November 9, 1907; one folder of papers of Alexander Meikeljohn, 1909-1923, including nine letters of Woodrow Wilson; and one box of papers of Royal Meeker, 1911-1922, including letters of Woodrow Wilson. Valuable additions were made to the Biddle family papers, the Shippen family papers, and to the papers of Henry Ward Beecher, Robert C. Ingersoll and Frederick Haynes Newell already in the division.

Fifty thousand photographs and their negatives have been deposited by the American Red Cross in the Library of Congress. These date from the beginning of the century to 1933.

John G. Bradley, formerly chief of the Division of Motion Pictures and Sound Recordings at the National Archives, has been appointed director of the Motion Picture Project of the Library of Congress.

U.S. BUREAU OF THE BUDGET

The bureau has issued recently a management bulletin under the title *Agency Liquidation or Reduction; a Procedural Guide*. It presents on pp. 13-14 recommended steps for records disposal and transfer under such conditions. Although intended for the use of federal agencies, it should be of some value to officials in state and local governments.

Miss Helen L. Chatfield, formerly archivist of the Treasury Department, has been appointed records officer for the Bureau of the Budget.

RECORDS ADMINISTRATION DIVISION, NAVY DEPARTMENT

At the headquarters office in Washington, emphasis is being placed almost exclusively on correspondence management and records retirement. The correspondence management service, which has already saved over 650 man-years of personnel time by developing form letters and other correspondence shortcuts and by simplifying casualty notifications and many other operations involving extensive correspondence, has been assigned most of the manpower of the division. Its efforts are being concentrated on assisting the Bureau of Naval Personnel in streamlining the paperwork required to return more than three million naval personnel to civilian life. Perhaps the most significant feature of the work being done from the archivist's point of view is planning the procedures so that the ultimate disposition of documents is determined before they are created and so that a minimum of documents find their way into the files for permanent preservation. In one case it was possible to forestall the retention of sixty-five percent of the documents which formerly found their way into the files.

On V-J Day the division had authorized schedules for the retirement of records of nearly all bureaus and offices in the Navy Department, of nearly three thousand different activities in the shore establishment, and of over six thousand vessels of the United States Fleet. Attention is now being centered on applying the schedules and on preparing or revising such other schedules as may be necessary.

Outside Washington, records of decommissioned activities are already flowing in increased quantities to records management centers in Philadelphia, Los Angeles, and New York. Plans have been prepared for obtaining additional space and personnel needed to screen the records received and for designating a records officer in each naval district to expedite the transfer of records to the centers. The establishment of the records center at Pearl Harbor for the Pacific Fleet has been postponed until it is known whether the center at Los Angeles can serve the fleet adequately under peacetime conditions.

In July, Lt. Ken M. Davee, officer in charge of the microfilming service, was sent to Europe, where he established a microfilm center in London

similar to the one already in operation at Pearl Harbor. The London center, assisted by a branch laboratory and a crew of microphotographers in Paris and mobile microfilming units working at several points in Germany, serves naval activities in the United Kingdom and on the continent and is chiefly engaged in filming German technical and naval documents. Lt. Davee established contact with other American units and individuals concerned with microfilming, including the Joint Army-Navy-Air Document Center in London, Sargent Child, archivist for the Reparations, Deliveries, and Restitutions Division of the U. S. Group, Control Council, in Frankfurt, and Commander T. B. Kittredge, historian for the commander of naval forces in Europe, and arranged for the London center to co-ordinate its work with theirs. Meanwhile, in the Pacific, plans for establishing an additional microfilm center at Guam were abandoned with the victory over Japan, and instead steps were taken to provide microfilming service to the forces which will occupy Japan.

Several shifts of personnel were required by the changed conditions. Robert A. Shiff was assigned temporarily from the headquarters office to establish the new records management center in New York; L. Robert Jones was detailed from the headquarters office to serve temporarily as records officer of the Bureau of Ordnance, succeeding Miss Jane Chick, who had resigned; and T. T. Beach, formerly records officer for the Coast Guard, joined the staff as an analyst specializing in current records management. Lt. Paul L. Bishop, officer in charge of the records center in Washington, was transferred to Pearl Harbor as officer of the center to be established there, and when the establishment of that center was deferred, he was subsequently transferred to the center at Los Angeles. Meanwhile, Lt. (jg) Lewis J. Darter, officer in charge at Los Angeles, was transferred to Washington to replace Lt. Bishop. Lt. J. Hamilton Lane, assistant officer in charge of the microfilming service in Washington, was transferred to Pearl Harbor as officer in charge of the microfilming center there, relieving Ens. Giles A. Wilkinson, who returned to Washington for duty in the microfilming plant.

WAR DEPARTMENT RECORDS BRANCH, ADJUTANT GENERAL'S OFFICE

A note published in the summer issue of *Military Affairs* indicates that the scope of the Historical Records Section, originally established in the War Department Records Branch of the Adjutant General's Office for the concentration of Army Service Force materials only, has now been extended. The enlarged mission, directed by the assistant chief of staff, G-2, at the request of the Historical Branch, G-2, will provide for the eventual custody of all historical materials prepared under the War Department historical program for the second World War. Representatives of the several forces have met with Col. Allen F. Clark, Jr., chief of the Historical Branch, G-2, for dis-

cussion of retirement policies. Proposed examples of the type of papers to be preserved in this section (in addition to copies of every study or monograph prepared) include files assembled for research purposes, certain of the notes made in the course of historical investigation, preliminary drafts of historical studies, and criticisms on such studies. The section operates under the general direction of Maj. Hugh M. Flick, chief of the War Department Records Branch, and under the immediate supervision of Capt. Thurman Wilkins.

HISTORICAL PROPERTIES SECTION, OFFICE OF THE ARMY HEADQUARTERS

A Historical Properties Section has been established in the Office of the Army Headquarters Commandant in Washington to provide for the collecting, control, and preservation of combat paintings, photographs, and other trophies of historical interest acquired by the War Department during the second World War. The section is directed by Capt. Herman W. Williams, Jr., formerly assistant curator of paintings at the Metropolitan Museum of Art.

TRAINING PROGRAMS IN RECORDS AND ARCHIVES ADMINISTRATION

The two-semester course on the history and administration of archives offered in the past by the School of Social Sciences and Public Affairs of the American University, in co-operation with the National Archives, will again be given this year under the leadership of Dr. Ernst Posner, professor of history and archives administration and dean of the graduate school at the university. The course will consist, as in previous years, of lectures by Dr. Posner and guest instructors, term papers, and a field trip to a nearby state archival agency. Guest lecturers for the first semester include Almon R. Wright, Solon J. Buck, and Oliver W. Holmes of the National Archives, and St. George L. Sioussat of the Library of Congress.

Another course offered by the American University in co-operation with the National Archives will deal with the arrangement, classification, and indexing of government records. It will be conducted by Miss Helen L. Chatfield, record officer of the Bureau of the Budget. The course is open to persons who have had records experience or who have taken a companion course entitled the Management of Records.

Students and government employees in Washington will have the opportunity again this year to take the course on records management procedure offered by Messrs. Muller, Donaldson, and C. T. Smith at the Graduate School of the Department of Agriculture.

Columbia University has announced in its *Bulletin of Information* that Professor Shepard Clough and associates will offer a three-credit course each session of the coming school year on the subject of business archives.

An interesting development in the training of historians, which includes instruction in the collection and care of various types of records, is seen in the Institute for Local Historians conducted June 25-30 of this year under the auspices of the New York State Division of Archives and History. Albert B. Corey, state historian, stated in the July issue of *New York History* that "the germinal idea upon which the Institute is founded is that in each community, regardless of size, there are to be found many opportunities for trained local historians. . . . Not only do local historians need to know what kinds of records, manuscripts, books, pictures and artifacts to collect and how to collect them, and how to discover what is significant in the history of the community; they need also to know how they can put the materials and information at their command to the best use. This requires a special kind of training which the Institute is designed to provide. . . ." The instruction staff of the institute was drawn chiefly from the Education Department in Albany, supplemented by Miss Janet McFarlane, acting director of the New York State Historical Association, and other historical leaders of the state.

The Universidad Feminina De Mexico, now beginning its third year, has issued an announcement of courses in archival and library work constituting a three-year curriculum in each of those fields. The curriculum in archives, which represents an expansion of courses offered in previous years, includes paleography, archival science, archival sources of Mexican history, epigraphy, numismatics, sigilography, manuscript repair and reproduction, and publication techniques.

ARCHIVES AND MANUSCRIPTS IN EUROPE AND THE PACIFIC

Some day the history of the place of archives and manuscripts in the second World War will be written. It will be an account of many Allied and enemy efforts to protect and preserve national and international cultural heritages on the one hand, and of extensive activity, sometimes most secret, to discover, seize, and utilize for military and political purposes the current and non-current records of governmental agencies, private business firms, and individuals. The facts for such a story will be gathered from many sources: from the records of repositories themselves, from the records of political and military agencies of governments, from the records of the church, from the records of scholarly organizations and associations, from personal diaries and reports and from accounts in the press. It will be the story of a host of men, many at present unknown, who have labored ceaselessly, often in face of grave danger, to preserve records in spite of military action, willful destruction, and the inevitable carelessness of troops in the field.

There have been many tragic losses—the burning of the Neapolitan archives at the hands of the Germans, the destruction of more than two

hundred libraries throughout Europe, the reported loss of nearly forty per cent of the Polish archives. Yet, without minimizing such losses, it is probably safe to say that much more has been saved for posterity than even the most hopeful archivist ever anticipated. Much archival material that was evacuated to caves, mines, castles, parish houses, churches, air raid bunkers, and private homes is now being found by allied representatives. In Germany alone more than five hundred different emergency repositories of art and archives have been located. In the caves of Ehrenbreitstein, for example, were found archives of Luxembourg dating back to 1242, archives of the House of Orange, removed from the palaces of The Hague and Amsterdam, and records of numerous Rhineland cities. Vast quantities of Dutch art and archives have been found under the hill of St. Peter's at Maastricht, and large portions of the valuable Jewish manuscripts, formerly in the Rothschild and Oppenheim collections, have been located as a part of Alfred Rosenberg's loot at Hungen.

Reports from Italy indicate that because of large scale evacuations far less damage has been inflicted on archives than the ferocity of military action and civil strife in that unhappy country would indicate. Indeed, word has been received recently that Italian ministerial archives, removed to the north by the Germans and their Fascist allies, have been found there in great bulk and in surprisingly good condition. The head of the Italian archives service, Emilio Re, has made an inspection of them in company with Allied officers and has submitted recommendations on the subject of their removal south. Although several of the regional repositories of the Archivi di Stato have been destroyed or severely damaged, most of their contents appear to have been saved by evacuation. Temporary protection from the elements, thefts, and abuse, together with rehabilitation, and transfer back to former repositories or to other places of safety pending the construction of new buildings seem to be the main tasks now confronting archivists in that country.

In Germany huge deposits of governmental, industrial, party, and personal records have been located by Allied officials. At times completely intact, these materials have already proved of inestimable value to civil as well as military administrators in the various zones of occupation. Thus the press has reported the discovery of the personal files of such figures as Himmler and Rosenberg, the secret archives of the German Police Administration of Brandenburg, the complete roster of Allied prisoners in German hands, the records of the German Foreign Office, the Patent Office, and the several ministries, and the records of the great I. G. Farben industrial organization.

As stated in an earlier issue, Sargent B. Child, formerly national director of the Historical Records Survey, is now in Europe serving as archives advisor with the Monuments, Fine Arts, and Archives Branch of the Reparations, Delivery, and Restitution Division of the U. S. Group, Control Council

for Germany. Others known to be serving with Child in Germany are Capt. Lester K. Born, formerly assistant professor of history at George Washington University and one time assistant archivist with the Historical Records Survey; and Harold J. Clem, formerly professor of European history at Maryland University. A number of other men are slated to join in the work in the near future.

The *American Historical Review*, in its section of news notes for the July issue, has furnished us news of some of the archivists in France:

Pierre Caron . . . has retired as director of the National Archives. . . . Charles Braibant, formerly chief of the archives of the ministry of marine, is inspector general of archives and libraries. Georges Bourgin of the National Archives has retired. Camille Bloch, formerly director of the war archives at Vincennes, is alive and well. . . . Philippe Lauer, formerly chief of the manuscript service of the Bibliothèque Nationale, retired, is safe and well. . . .

In the Pacific theater, Major Arthur E. Kimberly, formerly chief of the Division of Repair and Preservation at the National Archives, has been engaged on special detail in a survey of the archives, records depositories and libraries in the Manila area for the Counter-Intelligence Operations Section of USAFFE. He has been assisted in the work by Dr. Gabriel A. Bernardo, librarian of the University of the Philippines. Major Kimberly's report indicates that considerable loss and damage has occurred to Philippine archival and manuscript collections and that the present conditions of storage for many of those that remain are extremely precarious. Major Kimberly has made definite recommendations in a report, a copy of which has been forwarded to the National Archives, looking toward the immediate betterment of the conditions of storage and prescribing first aid treatment of damaged materials. A long range plan for the cultural reconstruction of the islands, submitted by Dr. Bernardo to President Osmena, includes provisions for the rehabilitation of archives, while other plans being considered for the rebuilding of Manila include provision for the construction of a special archives building in a proposed government center.

COLORADO

Acting under authorization granted by the General Assembly, the board of directors of the State Archives of Colorado created the position of assistant state archivist effective July 1 and employed Sara Celeste Albright in the new position. Miss Albright, formerly a member of the library staffs of Vanderbilt University, of Ohio State University, and Union College, is to have charge of the State Documents Division. An index to territorial and state documents is being prepared.

DELAWARE

The annual report of the Public Archives Commission of Delaware for the fiscal year ending June 30, 1945, has been published and is being distributed. Of special interest to many will be the large section devoted to the war history collection activities of the commission.

Through the co-operation of Mr. Gorman Walsh, director of Radio Station WDEL, the Public Archives Commission has received a number of sound recordings of significant events which have taken place in Delaware during the period of the war. These have served to point out to the commission the potentialities of this type of documentary material, with the result that the commission has purchased from the Library of Congress a number of recordings of folk songs, music, and dialects recorded by that institution's sound truck in 1941. The archivist is now studying the technicalities of sound recording and making inquiries regarding suitable equipment with the idea of establishing a section for carrying on this phase of work permanently.

FLORIDA

The University of Florida announces the establishment of the P. K. Yonge Library of Florida History. Its foundation is the collection of Floridiana brought together during the past forty years by Philip Keyes Yonge and his son, Julian C. Yonge, of Pensacola, Florida. This collection is one of the most comprehensive and valuable in the state, comprising rare books, maps, manuscripts, newspaper files of the last century, and other documentary materials, all relating to Florida.

MARYLAND

The Maryland Hall of Records Commission has issued as No. 3 of its publications an *Index of the Maryland Line in the Confederate Army, 1861-1865*. The index, which sells for one dollar, was compiled by Mrs. Charles Lee Lewis, state historian, United Daughters of the Confederacy, Maryland Division.

Interesting material acquired recently by the Maryland Historical Society includes papers of Col. Moses Rawlings, 1777 to 1804 relative to his service as deputy commissary in charge of prisoners at Ft. Frederick; papers and letters taken in prizes, 1778-1780; 204 papers of James McHenry, aide to General Washington and secretary of war; papers of Capt. Benjamin Jenne describing trade with Mediterranean and West Indian ports, 1793-1804; business papers of Nicholas Hickman, 1835-1837; business records of George Law Harrison, 1853-1881; roll and minute books, 53rd Regiment, Maryland Volunteer Infantry, 1855-1861; and numerous photographs of Baltimore scenes and historically prominent men and women of that city.

MICHIGAN

Forest H. Sweet, P.O. Box 156, Battle Creek, Michigan, invites the co-operation of private and institutional Lincoln collectors in the preparation of a Lincoln directory. The directory will list collectors and describe collections in some detail.

The Michigan Historical Collections, University of Michigan, has received through Judge Louis C. Crampton the papers of General George Owen Squier. The collection includes letters, West Point notebooks, Johns Hopkins notebooks, journals, and other miscellaneous manuscripts of this army officer and inventor. Other acquisitions obtained earlier in the year are additions to the Mortimer E. Cooley Collection, additional Peter White correspondence, and the Korean correspondence of the J. M. B. Sill family.

MISSISSIPPI

At the April meeting of the Board of Trustees of the Mississippi Department of Archives and History, Miss Charlotte Capers, acting director of the department since March, 1943, was elected director, effective until the return of William D. McCain, director-on-leave.

Recent manuscript acquisitions of the Mississippi Department of Archives and History include: business papers of Baker and Moss, commission merchants in Natchez, Mississippi, 1839-1849; letters and business papers of Abijah and David Hunt, commission merchants of the Natchez District, 1804-1840; letters and legal documents of William McKendree Gwin, chiefly concerned with land litigation, 1863-1865; letters of Governor W. C. C. Claiborne of Louisiana to Governor David Holmes of the Mississippi Territory, 1803-1813; letters of Governor John M. Stone to the Mississippi state Senate, making nominations for various state appointments, 1877-1890; personal and business letters of Daniel Price Porter, Hinds County lawyer and secretary to the Mississippi state Senate in 1865; papers of the Davis Land Company, a corporation formed to take care of certain debts of Jefferson Davis by the sale of lands belonging to him, 1889; papers of William Priestly, Madison County merchant and justice of the peace, 1833-1899; letters of Jefferson Davis, written to J. M. Holmes, George Torrey, and John Milton, 1863-1871; letters and literary papers of Cora E. Carey, Marshall County resident, including one letter from Sherwood Bonner and eleven letters from Edward McDowell, husband of Sherwood Bonner, 1808-1909.

NORTH CAROLINA

The State Department of Archives and History was reorganized on August 1, 1945, to provide for three divisions, as follows: (1) the Division of Archives and Manuscripts with Mrs. Charlie Huss Lovejoy as head; (2) the

Division of Publications with D. L. Corbitt as head; and (3) the Division of Public Displays with Mrs. Joye E. Jordon as head. New employees in the department include Miss Frances Williamson and Miss Nanora Newborn.

OREGON

The Oregon State Library has been given an initial sum of \$15,000 which will permit the appointment of a professionally trained archivist and allow a reasonable amount for secretarial and other assistance. An archives department will be established in conjunction with the library, and the plan is for the archivist (1) to advise the administrative department in the matter of discarding records that are of no historical or administrative value; (2) to prepare estimates on the basis of a careful survey of the space requirements of the archives for the future; and (3) to make plans for a comprehensive archives bill to be submitted to the state legislature in 1947.

PENNSYLVANIA

In a communication to the editors, Mr. S. K. Stevens, state historian of the newly formed Pennsylvania Historical and Museum Commission, writes, "Things have been happening recently in Pennsylvania with regard to its historical and archival program." Mr. Stevens supplied the following statement:

The picture has changed almost completely since the November, 1944, meeting of the Society of American Archivists and the American Association for State and Local History in Harrisburg, Pennsylvania. There can be no doubt that the meetings gave impetus to some of the changes.

The regular biennial session of the Pennsylvania General Assembly met from January to June, 1945, and resulted in two important pieces of legislation. Governor Edward Martin, who has taken a keen personal interest, approved introduction of legislation, which was adopted, providing funds for a William Penn Memorial building as a unit of the state capitol group. This building, a post-war project, will provide quarters for a new state museum and the public records of the state, as well as offices for the historical functions formerly carried on by the Pennsylvania Historical Commission. While detailed plans are not yet prepared, the general plan indicates that the William Penn Memorial will permit separate facilities for the museum and archival functions of the state government, with approximately \$2,500,000 available for the entire structure. The location will permit of further expansion and development as the need is evident.

In view of the fact that the archives of the state which are now centrally administered are confined to three small rooms, the significance of the public records portion of the building to the development of this part of the state's program is obvious. The existing Pennsylvania State Museum is antiquated and entirely inadequate for the museum collections and their use by the public.

The great importance of Pennsylvania in the economic and cultural development of the United States long has demanded a better state museum.

Of equal importance to the future development of these new projects was legislation consolidating the former State Archives Division and the State Museum Division of the Pennsylvania State Library with the Pennsylvania Historical Commission. All three agencies were placed under a newly-created Pennsylvania Historical and Museum Commission, which was enlarged and made an independent administrative unit directly under the governor of the state. Nine members of the commission are appointed by the governor, with the superintendent of public instruction an ex-officio member. The members serve without salary.

Members of the first commission were named recently by Governor Martin. Hon. James H. Duff, attorney general, was designated chairman. Other members include Miss Frances Dorrance; Richard N. Williams, 2nd, acting director of the Historical Society of Pennsylvania; A. Atwater Kent, Jr., active in the work of the Atwater Kent Museum; Charles J. Biddle; Charles G. Webb; Edgar T. Stevenson; and Thomas Murphy. The members of the commission held their first full meeting on October 4. Details of administrative organization and future plans are yet to be worked out.

The proposed building and the administrative reorganization which accompanied it promise much for the future of historical, archival, and museum activities in Pennsylvania. A definite integration of related functions of the state will be possible as never before, and adequate housing will be provided.

J. Knox Milligan, manager of the Archives Publishing Company of Pennsylvania, Inc., Harrisburg, and formerly state supervisor of the Pennsylvania Historical Survey, announces that the publication of the *Inventory of the County Archives of Pennsylvania* is to be resumed with the appearance of the seventeenth and eighteenth volumes, on Bradford and Lehigh counties, in September. The present program contemplates the publication of the remaining volumes in the series under the auspices of the county governments of the commonwealth. The appearance and character of the volumes is to be similar to that of the previously published volumes. The announcement states that "the forthcoming volumes will incorporate not only the resources of the Pennsylvania Historical Records Survey, but the results of new research, revised editorial work, and a careful re-examination of the subject matter incorporating the most recent legislation concerning Pennsylvania county government."

VIRGINIA

Colonial Williamsburg has in preparation an index to the *Virginia Gazette*, published in Williamsburg from 1736 to 1780. This compilation, which was begun by the late Hunter D. Farish, is now under the direction of Lester J. Cappon, research editor of the Institute of Early American History and Culture, Williamsburg, Virginia. He would appreciate receiving infor-

mation about any copies of the *Virginia Gazette* in institutions or private hands with whom the project has not had correspondence. Colonial Williamsburg desires to obtain photostats or photoprints of such copies.

WYOMING

The Wyoming Stock Growers Association has presented to the University of Wyoming their complete files for the years 1873-1920. Now located in the library of the university, this collection is probably the most complete of its kind. Letters, letter press books, minute books of the executive committee and annual meetings, circulars, early newspapers, including one volume of the *Northwestern Live Stock Journal* edited by Asa Mercer, round-up maverick books, reports of stock inspectors, scrapbooks, brand books, and many pictures are among the materials included in the files. With other historical collections in the library, the Stock Growers papers are open for the use of qualified scholars.

Miss Lola Homsher, formerly with the Wyoming State Historical Department and later Wyoming representative for the Western Range Cattle Industry Study, Denver, Colorado, has been appointed archivist in the library.

WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1944-JUNE, 1945

This bibliography is the third compiled under the supervision of the Society's Committee on Writings on Archives and Manuscripts by Karl L. Trever and Mary Jane Christopher of the National Archives staff. It represents an attempt to assemble for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some items issued prior to July 1, 1944, are included, however, which for one reason or another could not be entered in the earlier compilations. Categories of materials excluded from the bibliography and principles of classification remain the same as in previous lists [THE AMERICAN ARCHIVIST, VI (October, 1943), 273-288, and VII (October, 1944), 293-312]. The list of headings used in this bibliography is reproduced here for the convenience of the reader.

- I. General Literature
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I. GENERAL LITERATURE

- 1. ANGLE, PAUL M. The university library and its manuscript collection; an excursion into other people's business. *Library quarterly*, 15: 123-130 (Apr., 1945). A plea to librarians to formulate well considered and well co-ordinated programs of manuscript collecting, instead of trying to accumulate heterogeneous masses of paper.
- 2. BENJAMIN, MARY A. Title to autographs and the institutional seal. *The Collector*, 57: [113]-117 (July-Sept., 1944). A discussion of title to estrays and the problem of using property marks on manuscripts to prevent loss. The comments of St. George L. Sioussat, Robert W. Hill, Bertha E. Josephson, Newman F. McGirr, Caroline Dunn, Curtis W. Garrison, and Atcheson L. Hench on Miss

- Benjamin's proposal were published in the same journal, 57: 145, 148 (Oct.-Nov., 1944).
3. BIBLIOGRAFÍA de historia de America (1942-1944). *Revista de historia de America*, No. 18, p. 441-524 (dic., 1944). The section on "Archivologia y ciencias auxiliares de la historia" is found on p. 446-457.
 4. BUCK, SOLON J. "Let's look at the record." *American archivist*, 8: 109-114 (Apr., 1945). A paper read by the archivist of the United States before the Literary Society of Washington, D.C., Dec. 9, 1944. A discussion of the meaning of the term archives and of the work of archivists. Also available as a reprint from the National Archives.
 5. [COCHRAN, THOMAS C.] Collecting old business records. *Publishers' weekly*, 146: 2057-2058 (Nov. 25, 1944). An abstract of a report, published in the June issue of the *Bulletin* of the Business Historical Society, describing the work of the New York Committee on Business Records.
 6. COLE, ARTHUR H., and THOMAS C. COCHRAN. Business manuscripts: a pressing problem. *Journal of economic history*, 5: 43-64 (May, 1945). Arthur H. Cole in his section of this article, "The Accumulated Development of Unsolved Problems," outlines in broad terms developments during recent decades in the handling of business manuscripts. Thomas C. Cochran summarizes the methods used and the results attained in the newest organized effort, "The New York Committee on Business Records."
 7. COLKET, MEREDITH B., JR. The inviolability of diplomatic archives. *American archivist*, 8: 26-49 (Jan., 1945). A discussion of the position of such records in time of war.
 8. JENKINSON, HILARY. Reflections of an archivist. *Contemporary review*, 165: 355-361 (June, 1944). A "profession of faith" in the importance of the role of archives and archivists in modern society by one of England's leading archivists.
 9. KAHN, HERMAN. Librarians and archivists—some aspects of their partnership. *American archivist*, 7: 243-251 (Oct., 1944). A reply to Randolph Church's paper printed in the July, 1943, issue of the same journal, p. 145-150.
 10. NORTON, MARGARET C. Some legal aspects of archives. *American archivist*, 8: 1-11 (Jan., 1945). Presidential address delivered at the annual meeting of the Society of American Archivists in Harrisburg, Nov. 8, 1944.
 11. WRITINGS ON archives and manuscripts, July, 1943-June, 1944. *American archivist*, 7: 293-312 (Oct., 1944).

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

12. ANGEL, HERBERT E. Highlights of the field records program of the Navy Department. *American archivist*, 7: 174-180 (July, 1944). With the noncurrent records of the department proper under control, the Office of Records Administration has placed increasing emphasis on a records retirement program for the shore establishment and the fleet. This article describes the functions of the regional naval records depositories and their work to date.
13. D'ARAUJO, IGNEZ B. Record keeping at home and abroad; a study of contrasts. *Filing bulletin*, 13: 33, 35-38, 41, 44-45 (Jan.-Feb., 1945). An address given at the annual Filing Conference in Chicago in which Senora d'Araujo, an employee of the Brazilian government and an interne at the National Archives during 1940, compares Brazil's record-keeping practices with that of other countries.

14. COURSE ON "Creation of records." *Illinois libraries*, 27: 231-237 (Apr., 1945). Syllabus of the in-service training course presented last January by the Illinois Civil Service Commission for the benefit of chief clerks, head file clerks, secretaries and other persons responsible for the care of records.
15. GLOBE-WERNICKE CO., Cincinnati. Filing supplies sales training course. Cincinnati, 1944. 182 p. Although designed for the training of company salesmen, this manual contains several sections of interest to records administrators.
16. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. A reference service for the administrator. [Washington] 1945. 8 p. Helen L. Chatfield, Treasury Department, Fritz Morstein Marx, Budget Bureau, and W. V. Archawski, Foreign Economic Administration, were the speakers at this April 27, 1945, meeting of the conference.
17. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Disposition of records in the field service. [Washington] 1945. 10, 5 p. Addresses delivered at the December 22, 1944, meeting of the conference by Helen L. Chatfield, Treasury Department; Maj. Wayne C. Grover, War Department; and Lt. Comdr. Emmett J. Leahy, Navy Department.
18. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Control and utilization of war records. [Washington] 1944. 8 p. Abstracts of addresses delivered at the April 28, 1944, meeting of the conference by Robert G. Albion, Navy Department; Helen L. Chatfield, Treasury Department; Vernon G. Setser and Maj. Jesse Douglas, War Department; and G. M. Richardson Dougall, State Department.
19. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. The evaluation of records; a panel discussion. [Washington] 1945. 4 p. Report of the meeting, held Feb. 23, 1945, at which Elizabeth Drewry and Philip C. Brooks of the National Archives, Robert S. Ballentine, Adjutant General's Office, and Cyril Paquin, Foreign Economic Administration, were speakers.
20. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Microfilm: its possibilities and limitations. [Washington] 1944. 7 p. Speakers at the June 23, 1944, meeting of the conference included Timothy F. Murphy, Bureau of the Census; Maj. Daniel F. Noll, War Department; Lt. (j.g.) Edmund D. Dwyer, Navy Department.
21. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. The organization of records administration in federal agencies. [Washington] 1945. 8 p. The report of the May 25 meeting of the conference at which Burton Kirby of the State Department and E. B. Wilber of the Budget Bureau were speakers.
22. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Records administration and the administrator; a panel discussion. [Washington] 1945. 15 p. Includes *Records administration from the general point of view*, by G. A. Moe, Budget Bureau; *Records administration and the administrator*, by Dorothy Daggett, War Production Board; *Records administration in the Department of Justice*, by John Q. Cannon, Department of Justice; and *Records administration in the U. S. Coast Guard*, by T. Terry Beach, U. S. Coast Guard.
23. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. COMMITTEE ON STANDARD OF PERFORMANCE. Standards of performance for typical tasks performed in mail and file rooms. [Washington] 1945. 7 p.
24. NORTON, MARGARET C. Record making. *Illinois libraries*, 27: 127-133 (Feb., 1945). A discussion of which records are essential to efficient administration, and how to control them.

25. PANEL on record room procedures: a comparison of daily record room activity in different types of hospitals. American Association of Medical Record Librarians, *Journal*, 16: 26-30 (Dec., 1944).
26. ROBINSON, EDWIN M. Office practice and secretarial administration; the laboratory manual of office appliance operation and filing. Boston, 1944-45. 128 p. Emphasis is on proper handling of machine created records.
27. STERMAN, C. A. Records administration in the Tennessee Valley Authority. *American archivist*, 7: 236-242 (Oct., 1944).
28. U. S. ARMY SERVICE FORCES. Records depot organization and operation. [Washington] 1945. 55 p. (*Manual* 810.) The basic objectives of records depots are (1) to provide adequate initial housing of noncurrent files on a continuing and systematic basis; (2) to reduce the bulk of noncurrent files for long-time or permanent retention by the elimination of nonrecord and useless materials or by microfilming; and (3) to provide service on and facilitate the use of retained records.
29. U. S. BUDGET BUREAU. Fiscal records and controls; a check list for evaluation and improvement. [Washington] 1945. 9 p.
30. U. S. BUDGET BUREAU. Personnel records and controls; a check list for evaluation and improvement. [Washington] 1945. 5 p.
31. U. S. BUDGET BUREAU. Property records and controls; a check list for evaluation and improvement. [Washington] 1945. 5 p.
32. U. S. BUDGET BUREAU. LIBRARY. Organizing office files; selected references. [Washington] 1944. 4 p.
33. U. S. NAVY DEPARTMENT. ADMINISTRATIVE OFFICE. OFFICE OF RECORDS ADMINISTRATION. Too many records? Need space and equipment? Here's what to do—. [Washington, 1945] Folder.
34. U. S. TENNESSEE VALLEY AUTHORITY. OFFICE SERVICE DEPARTMENT. Manual of files operation standards. [Knoxville] 1944. viii, 256 p.
35. U. S. WAR DEPARTMENT. War Department records administration program. Washington, 1944. 8 p. (*Circular* No. 416.)
See also No. 135-138, 140-141, 220.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

36. AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY. Historical societies in the United States and Canada: a handbook. Compiled and edited by Christopher Crittenden and Doris Godard. Washington, 1944. 261 p. This new edition of a handbook originally issued by the Conference of Historical Societies in 1936 lists essential data about 904 historical organizations, including departments of government concerned with archives and history.
37. BUCK, SOLON J. The National Archives. *Americana annual; an encyclopedia of the events of 1944*. New York, 1945. P. 496-497.
38. FRANKLIN D. ROOSEVELT LIBRARY, Hyde Park, N.Y. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N.Y., for the fiscal year ending June 30, 1944. [Washington] 1944. 13 p. Copies not available for general distribution at present.
39. KOONCE, ARTHUR H. The National Archives. *The Mayflower's log*, 19: No. 10, p. [14-15], 27, 29, 31, 34 (Jan., 1945).

40. PECKHAM, HOWARD H. The eighth annual meeting of the Society of American Archivists, Harrisburg, Pennsylvania, November 8 and 9, 1944. *American archivist*, 8: 12-18 (Jan., 1945).
 41. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. First supplemental appropriation bill for 1945. Hearings . . . 78th Cong., 2 Sess. Washington, 1944. 716 p. The statements of the National Archives are printed on p. 139-148.
 42. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1946. Hearings . . . 79th Cong., 1 Sess. Washington, 1945. 1,334 p. Statements of the National Archives appear on p. 88-123; statements of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas are found on p. 360-369.
 43. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1946. Hearings . . . 79th Cong., 1 Sess. Washington, 1945. 189 p. Hearings on the Library of Congress include discussion of the protection of materials in war-time, p. 4, the work of the Division of Maps, p. 12-17, and the motion picture project of the library, p. 36-37.
 44. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1946. Hearings . . . 79th Cong., 1 Sess. Washington, 1945. 455 p. Statements of the National Archives are found on p. 233-257. The work of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas is discussed on p. 199-206, 310-311.
 45. U. S. LAWS, STATUTES, ETC. H.R. 3243: a bill to amend an act entitled "An act to establish a National Archives of the United States Government, and for other purposes." [Washington] 1945. 3 p. This bill, reported favorably by the House of Representatives Committee on the Library in House Report No. 925, provides for the imposition of restrictions on the use of records in the National Archives and authorizes officials to make certifications on the basis of records in the National Archives.
 46. U. S. LIBRARY OF CONGRESS. Annual report, 1942-43, 1943-44. Washington, 1944, 1945. 279, 204 p.
 47. U. S. LIBRARY OF CONGRESS. Review of the quarter. Library of Congress, *Quarterly journal of current acquisitions*, 2: 82-103 (June, 1945). Accessions of the Manuscripts Division are detailed on p. 89-99.
 48. U. S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1944. [Washington] 1945. 97 p. Copies are not available for general distribution at the present time.
 49. U. S. NATIONAL ARCHIVES. National Archives accessions, No. 18-21. [Washington, 1944-1945]. These lists, issued quarterly, are intended to serve as a continuation to the appendix in the *Guide to materials in the National Archives* (1940). A consolidated list of accessions for the year is printed in each annual report of the agency.
- See also No. 12, 131, 203, 216, 218, 240.

B. State and Local

50. BEESON, LEWIS. The Minnesota Historical Society in 1944. *Minnesota history*, 26: 29-41 (Mar., 1945). Accessions to the manuscript collections, including records relating to Fort Snelling, are described.
51. BENTON, ELBERT J. The Western Reserve Historical Society. *Ohio state archaeological and historical quarterly*, 54: 96-103 (Apr.-June, 1945). Describes some of the manuscript materials in the society's collections, including the Baldwin

- map collection, records of the Connecticut Land Company and early land proprietors of the Western Reserve, the Shaker collection, and numerous files of personal correspondence.
52. BURT, HAROLD S. Local archives. *American archivist*, 8: 136-141 (Apr., 1945). A discussion of the keeping of vital, land and tax records in Connecticut, read as a paper at the 1944 meeting of the Society of American Archivists.
53. BUSINESS HISTORICAL SOCIETY, INC. The Business Historical Society, Inc.; purposes, progress and membership. Boston, 1944. 19 p. Includes a list of some of the important business records collected by the society and deposited in the Baker Library at Harvard University.
54. COLORADO. STATE HISTORICAL SOCIETY. DIVISION OF STATE ARCHIVES. Annual report of the state archivist, September 1, 1943 to September 1, 1944. Denver [1944]. 12 p. Also printed in *Colorado magazine*, 22: 40-47 (Jan., 1945).
55. COREY, ALBERT B. Design for the future. *New York history*, 25: 292-296 (July, 1944). A program for the Division of Archives and History and other cultural agencies of the government, suggested by the state historian of New York.
56. COREY, ALBERT B. History and historical records in the state of New York. *Canadian historical review*, 25: 350-352 (Sept., 1944).
57. COREY, ALBERT B. The local historian in New York. *American archivist*, 8: 142-147 (Apr., 1945). A paper read by the state historian of New York at the 1944 meeting of the Society of American Archivists.
58. CRESSMAN, L. S. Oregon archives program. *Oregon historical quarterly*, 46: 170-173 (June, 1945).
59. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report by the state archivist for the fiscal year July 1, 1943 to June 30, 1944. Dover, 1944. 33 p.
60. HEILBRON, BERTHA L. How to organize a local historical society. American Association for State and Local History, *Bulletin*, 1: 227-256 (Nov., 1944).
61. ILLINOIS. STATE LIBRARY, Springfield. Biennial report, 1942-44. *Illinois libraries*, 27: 319-349 (June, 1945). Data on the work of the Archives Division are found on p. 322-323 and 328-332.
62. IOWA. STATE DEPARTMENT OF HISTORY AND ARCHIVES. Biennial report, 1942-44. Des Moines, 1944. 72 p.
63. MARYLAND. HALL OF RECORDS. Annual report of the archivist, 1943-44. Annapolis, 1944. 31 p.
64. MINNESOTA. HOUSE. INTERIM COMMITTEE ON STATE ADMINISTRATION AND EMPLOYMENT. Report to the 1945 Minnesota legislature. Minneapolis, 1944. 103 p. Includes recommendations for the establishment of an archives commission and the passage of legislation covering the preservation and disposal of state records.
65. MOORE, MRS. JOHN T. The Tennessee Historical Society, 1849-1918. *Tennessee historical quarterly*, 3: 195-225 (Sept., 1944).
66. NEVADA. STATE HISTORICAL SOCIETY. Biennial report, 1942-44. Reno, 1944. 49 p. Archival matters are discussed on p. 37, 41-42, 45-47.
67. NEW YORK [CITY] PUBLIC LIBRARY. Manuscript division accessions during 1944. New York Public Library, *Bulletin*, 49: 303-310 (Apr., 1945).
68. NEW-YORK HISTORICAL SOCIETY. Annual report for the year 1944. New York, 1945. 119 p. Accessions of manuscripts, photographs, and maps are noted, p. 25-41.
69. NEW YORK. STATE LIBRARY, Albany. Annual report, 1943-44. Albany, 1945. 96 p. The report of the Manuscript and History Section is printed on p. 44-62. The report of the library for 1942-43 was not included in the last issue of the

- Writings. Data on the work of the Manuscript and History Section during that year was printed on p. 75-91.
70. NICHOLS, ROY F. State and local archives: an editorial. *Pennsylvania magazine of history and biography*, 69: 87-88 (Apr., 1945). A plea for better preservation of archives in Pennsylvania.
 71. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1942-44. Raleigh, 1944. 59 p.
 72. PECKHAM, HOWARD H., and COLTON STORM. The Clements Library; a brief description. *William and Mary quarterly*, Ser. 3, 1: 353-362 (Oct., 1944).
 73. PROGRAM for preserving public records. *American city*, 60: 93 (Jan., 1945).
 74. ROBINTON, HERMANN F. A proposed regional public records plan for New York state. *New York history*, 26: 189-207 (Apr., 1945). Includes a map showing the regional divisions as planned.
 75. SHIPTON, CLIFFORD K. The American Antiquarian Society. *William and Mary quarterly*, Ser. 3, 2: 164-172 (Apr., 1945).
 76. VERMONT. PUBLIC RECORDS COMMISSION. Report, 1943-44. [Montpelier] 1944. 46 p. This first report of the commission includes the act to create the commission; a *Memorandum to the Public Records Commission, State of Vermont*, by Harold S. Burt, examiner of public records in Connecticut; and a *Report to the Public Records Commission of the State of Vermont on the volume of records accumulated in the state offices at Montpelier, with sundry suggestions for the preservation and protection of those records*, by Henry Howard Eddy, then an archivist at the Franklin D. Roosevelt Library.
 77. VIRGINIA. STATE LIBRARY, Richmond. Annual report, 1943-44. Richmond, 1944. 16 p. Activities of the Archives Division are reported on p. 11-12.
See also No. 5, 6, 209.

C. Foreign Countries

78. ALLIED CONTROL COMMISSION. ALLIED MILITARY GOVERNMENT. SUB-COMMISSION FOR MONUMENTS, FINE ARTS AND ARCHIVES. Lists of protected monuments: Italy, No. 1-7. [Naples?] 1944. Each of these pamphlets lists archival repositories as well as monuments in one or more regions of Italy. An attempt is made to indicate the relative importance of each repository. Restricted when issued. Copies of Lists 2-7 are in the National Archives Library.
79. ALLIED EXPEDITIONARY FORCE. SUPREME HEADQUARTERS. Official general list of archives in western Germany. [London, 1945?] 53 p. This pamphlet explains the need for the preservation of enemy archives and records, gives instructions for their protection and use by armed forces in northwest and southwest Germany, and locates and indicates the relative importance of the various repositories in those areas. Restricted when issued. A copy is in the National Archives Library.
80. ALLIED EXPEDITIONARY FORCE. SUPREME HEADQUARTERS. MEDITERRANEAN THEATRE OF OPERATIONS. Official list of protected monuments and archives: Austria. [Rome?] 1945. (*Monuments, fine arts and archives*, No. 1-8.) Each of these pamphlets lists archival repositories in a single administrative district with a key to their location and general facts about the archives and records believed to be in the district. Restricted when issued. Lists 3-8 available in the National Archives Library.
81. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für das jahr 1943. [Basel, 1944] 11 p. The thirty-fourth administrative report of a well-known business archives functioning under government auspices.

82. BONNAULT, CLAUDE DE. Pierre-Georges Roy. *Bulletin des recherches historiques*, 51: 11-18 (Jan.-Feb., 1945).
83. BRITISH RECORDS ASSOCIATION. Proceedings at the meeting of the British Records Association on Tuesday, 14 November, 1944. London, 1944. 11 p. Includes an abstract of a paper by Miss Midgley on record publication.
84. BRITISH RECORDS ASSOCIATION. Report of council, accounts, and list of changes in members for the year ending 30 September 1944. [London] 1944. 12 p. This twelfth report stresses the activities of the association in the safeguarding of records in war-time, the microphotographing of probate records, and the post-war investigations proposed by the Committee on Reconstruction. The association also issued during the year the annual reports of the Technical Section and of the Records Preservation Section.
85. CANADA. DEPARTMENT OF PUBLIC ARCHIVES. Report for the year 1944. Ottawa, 1945. xli, 154 p. The first pages include the administrative report of the agency, lists of accessions and donations, and copies of certain historical documents of current interest. The remainder of the volume is taken up with an appendix in which is published a calendar of state papers composed of the official correspondence of the lieutenant-governors of Upper Canada for the years 1838-1839. The 1943 report of the Canadian Archives, not listed in the Writings, 1943-1944, included 22 pages of administrative reports and an appendix, as above, calendaring state papers for the years 1837-1838.
86. CONGRESO NACIONAL DE ARCHIVISTAS, Mexico City, 1944. Conclusiones del primer Congreso Nacional de Archivistas. [Mexico, D. F.] 1944. 9 p. Resolutions adopted at the congress.
87. CONGRESO NACIONAL DE BIBLIOTECARIOS, 3d, Mexico City, 1944. Convocatoria, temarios, reglamentos, calendarios. [Mexico, D. F., 1944] 45 p. Includes the agenda, organization, and calendar of events for the first national convention of Mexican archivists which was held in conjunction with the congress of librarians. Archival subjects are covered on p. 31-46.
88. CORPORACIÓN DE BIBLIOTECARIOS, ARCHIVEROS Y CONSERVADORES DE MUSEOS DEL CARIBE. SECCIÓN DE ARCHIVOS. Primera asamblea de archiveros del Caribe: acta final. *Boletín del anuario bibliográfico Cubana*, 6: 108-110 (enero-dic., 1944).
89. CUBA. ARCHIVO NACIONAL. Reglamento general e interior del Archivo Nacional de la República de Cuba. La Habana, 1944. 60 p. Also published in *Gaceta oficial*, Sept. 19, 1944.
90. CUBA. CONSEJO DIRECTOR PERMANENTE DE LOS ARCHIVOS. Curso oficial de arquivonomía. La Habana, 1945. 15 p. The program and schedule of classes for the official course in archival science.
91. GRULLON, ELISEO. Acerca del Archivo Nacional. Dominican Republic, Archivo General de la Nación, *Boletín*, 7: 310-313 (sept. dic., 1944).
92. HERNÁNDEZ, AUGUSTÍN. Archivo Histórico de Hacienda. *American archivist*, 8: 50-52 (Jan., 1945). A description, in Spanish, of the contents and functions of the historical archives of the Mexican treasury.
93. HILL, ROSCOE. Archives [of Latin America]. *Handbook of Latin American studies*: 1942. No. 8. Cambridge, 1945. p. 47-64. Consists of a general statement followed by short articles, with bibliographical notes, on the activities of archival establishments in Latin America.
94. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of meetings, 20th, 1943. Delhi, 1944. 164 p. Includes information on the activities of the Imperial Record Department, and on the condition of records in various provincial depositories.

Among the proposals discussed is one for the preparation of a *Consolidated guide to the archives in India* and for the publication of a journal on archives administration.

95. ITALY. MINISTERO DELL' INTERNO. Notizie degli archivi di stato. Vol. 1-3: No. 2 (July, 1941-Apr.-June, 1943). Rome, 1941-1943. This publication takes the place of *Archivi*, formerly the journal of the national archives administration. It reports on the acquisitions and other activities of the various Italian state archives and on national legislation affecting them. The issues listed here are in the National Archives library.
96. PERUVIAN treasury archives. Pan American Union, *Bulletin*, 79: 244 (Apr., 1945). Describes the archives of the Ministry of Treasury and Commerce recently consolidated in the Palace of Justice.
97. THE PRESERVATION of historical materials in Canada. *Canadian historical review*, 25: 349-350 (Sept., 1944). A survey of the records situation throughout the dominion presented at the 1944 annual meeting of the Canadian Historical Association.
98. PROVOST, HONORIUS. Mgr. Amédée Gosselin, archiviste. *Bulletin des recherches historiques*, 51: 67-68 (Jan.-Feb., 1945).
99. LA ROQUE DE ROQUEBRUNE, R. Souvenirs d'un archiviste Canadien à Paris. *Bulletin des recherches historiques*, 51: 37-39 (Jan.-Feb., 1945).
100. NOVA SCOTIA. PUBLIC ARCHIVES. Report of the Board of Trustees, 1943-44. Halifax, 1945. 57 p.
101. PARA la historia del Archivo de la Nación. Dominican Republic, Archivo General de la Nación, *Boletín*, 8: 3-7 (enero-apr., 1945). Reprinted from *El Monitor*, Oct. 26, 1867.
102. SEN, S. N. A note on the Imperial Record Department. *American archivist*, 7: 153-164 (July, 1944).
103. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1943-44. Adelaide, 1944. 5 p. A report on the archives is made on p. 2.
104. SWEDEN. RIKSARKIVET. Meddelanden för år 1940, 1941, 1942, 1943. Stockholm, 1942-1944. 4 vols. Annual reports of the Swedish National Archives recently received by the National Archives library.
105. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Atlas on churches, museums, libraries and other cultural institutions in Belgium, Holland, and Denmark. [Washington] 1944. 96 p. (Army Service Forces, *Manual* 361-17, *Supplement*.) This atlas and other atlases listed below were prepared for the use of the Military Government Division of the Office of the Provost Marshal General to assist civil affairs officers responsible for locating and protecting cultural institutions, including archival repositories. Restricted when issued. Copies are in the National Archives library.
106. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Belgium, Section 17: Cultural institutions. [Washington] 1944. 54 p. (Army Service Forces, *Manual* 361-17). This and other cultural institutions sections of the handbook, as listed below, were prepared for the Military Government Division of the Office of the Provost Marshal General. Monuments and cultural materials, including archives, are located and described in each list, arranged geographically and alphabetically. The relative importance of each archival repository is indicated. Restricted when issued. Copies are in the National Archives library.

107. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Denmark, Section 17: Cultural institutions. [Washington] 1944. 53 p. (Army Service Forces, *Manual* 366-17.)
108. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: France, Section 17A: Cultural institutions: Supplementary atlas on churches, museums, libraries, and other cultural institutions in France. [Washington] 1944. 133 p. (Army Service Forces, *Manual* 352-17A.)
109. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: France, Section 17B: Cultural institutions. [Washington] 1944. 179 p. (Army Service Forces, *Manual* 352-17B.)
110. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: France, Section 17C: Cultural institutions, central and southern France. [Washington] 1944. 178 p. (Army Service Forces, *Manual* 352-17C.)
111. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Germany: Atlas on churches, museums, libraries and other cultural institutions in Germany. [Washington] 1944. 132 p. (Army Service Forces, *Manual* 356-17, *Supplement civil affairs*.)
112. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Italy, Section 17: Supplement on cultural institutions, supplementary atlas on churches, museums, libraries and other cultural institutions in Italy. [Washington] 1944. 90 p. (Army Service Forces, *Manual* 353-17.)
113. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Italy, Section 17A: Cultural institutions, central Italy. [Washington] 1944. 141 p. (Army Service Forces, *Manual* 353-17A.)
114. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Italy, Section 17B: Cultural institutions. [Washington] 1944. 194 p. (Army Service Forces, *Manual* 353-17B.)
115. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Japan, Section 17A: Cultural institutions. [Washington] 1945. 19 p. (Army Service Forces, *Manual* 354-17A.)
116. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: the Netherlands, Section 17: Cultural institutions. [Washington] 1944. 44 p. (Army Service Forces, *Manual* 357-17.)
117. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Norway, Section 17: Cultural institutions. [Washington] 1944. 27 p. (Army Service Forces, *Manual* 350-17.)
118. U. S. NATIONAL ARCHIVES. Archival repositories in Austria. [Washington] 1944. 33 p. This and similar lists entered below were compiled for the Committee of

the American Council of Learned Societies on Protection of Cultural Treasures in War Areas. All were restricted when issued.

119. U. S. NATIONAL ARCHIVES. Archival repositories in Czechoslovakia. [Washington] 1944. 20 p.
 120. U. S. NATIONAL ARCHIVES. Archival repositories in enemy occupied countries of northwest Europe. [Washington] 1944. 42 p.
 121. U. S. NATIONAL ARCHIVES. Archival repositories in France. [Washington] 1943. 88 p.
 122. U. S. NATIONAL ARCHIVES. Archival repositories in Germany. [Washington] 1944. 124 p. (War Department, *Pamphlet* 31-180.
 123. U. S. NATIONAL ARCHIVES. Archival repositories in Hungary. [Washington] 1944. 31 p.
 124. U. S. NATIONAL ARCHIVES. Archival repositories in Italy. [Washington] 1943. 29 p.
 125. U. S. NATIONAL ARCHIVES. Archival repositories in Japan, Korea, and Japanese-occupied China. [Washington] 1945. 13 p.
 126. U. S. NATIONAL ARCHIVES. Archival repositories in the Balkan states. [Washington] 1944. 18 p.
 127. U. S. NATIONAL ARCHIVES. Archival repositories in the Philippine Islands, the Netherlands Indies, French Indo-China, and Thailand. [Washington] 1944. 15 p.
 128. URTEGA, HORACIO H. Memoria, 13 de noviembre de 1944. Peru, Archivo Nacional, *Revista*, 17: 180-192 (julio-dic., 1944). A report of the director of the National Archives of Peru upon his retirement, giving an account of the agency's accomplishments since 1919.
 129. WALES. NATIONAL LIBRARY, Aberystwyth. Annual report, 1943-44. Aberystwyth, 1944. 36 p. Accessions, including records of the Church of Wales, are discussed on p. 13-14, 16-34.
- See also No. 223, 226, 233, 237, 238, 246, 247.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

130. WAR MEMORIAL AND ARCHIVES BUILDING. *Annals of Iowa*, Ser. 3, 26: 307-311 (Apr., 1945). Sets forth plans for the construction of a state archives building for Iowa.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

131. BEERS, HENRY P. Historical development of the records disposal policy of the federal government prior to 1934. *American Archivist*, 7: 181-201 (July, 1944).
132. CRITTENDEN, CHRISTOPHER, and NELL HINES. The disposal of useless state archives. *American Archivist*, 7: 165-173 (July, 1944).
133. GERALD, LEO L. Federal medical records—a problem. American Association of Medical Record Librarians, *Journal*, 16: No. 1, p. 15 (Dec., 1944). Summary of a paper presented at the conference of the association, Oct. 2-6, 1944.
134. U. S. AGRICULTURE DEPARTMENT. OFFICE OF PLANT AND OPERATIONS. Disposition of official records. Washington, 1944. 41 p. This manual is designed to assist the bureaus and offices of the department in planning systematic records retirement and disposal programs and procedures.

135. U. S. BUDGET BUREAU. Agency liquidation or reduction; a procedural guide. [Washington] 1945. 15 p. Records disposal and transfer activities are discussed on p. 13-14.
136. U. S. BUDGET BUREAU. Records retirement and controls: a check list for evaluation and improvement. [Washington] 1945. 5 p.
137. U. S. LAWS, STATUTES, ETC. An Act to amend an act entitled "An act to provide for the disposal of certain records of the United States Government." [Washington] 1945. 1 p. (*Public Law* 133, 79th Cong., 1 Sess.) Provides for the preparation and approval of general disposal schedules covering certain types of records common to a number of agencies.
138. U. S. NATIONAL ARCHIVES. How to dispose of records; a manual for federal officials. Washington, 1945. 50 p.
139. U. S. NATIONAL ARCHIVES. Report of a survey of medical records created by the federal government. Prepared in collaboration with the Committee on Medical Records of the National Research Council. Washington, 1945. 180 p. This study was made under a grant of the John and Mary R. Markle Foundation and published under grant of the Johnson and Johnson Research Foundation.
140. U. S. WAR DEPARTMENT. Records administration: disposal of files. Washington, 1945. 6 p. (*Circular* No. 58.)
141. U. S. WAR DEPARTMENT. Records administration: disposition of records. Washington, 1944. 144 p. (*Pamphlet* No. 12-5.)
142. WEIS, MARGARET M. Pity the archivist! *Office equipment digest*, 5: 35-36, 55 (Sept., 1944). Review of some of the problems faced in the disposition of business records.
See also No. 1, 5, 12, 17, 19.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

143. DELAWARE. PUBLIC ARCHIVES COMMISSION. Approved list of papers and inks. Dover, 1945. 4 p. A list of products tested and approved by the Commission for public record use under provisions of the *Laws of Delaware*, Vol. 40, Ch. 104.
144. MINOGUE, ADELAIDE E. The repair and preservation of records. *Filing bulletin*, 13: 65-70 (May, 1945). An abstract of the first 40 pages of *National Archives Bulletin* No. 5.
145. MINOGUE, ADELAIDE E. Some observations on the flattening of folded records. *American Archivist*, 8: 115-121 (Apr., 1945).
146. NORTON, MARGARET C. Record materials: paper. *Illinois libraries*, 27: 270-274 (May, 1945).
147. LYDENBERG, HARRY M., and JOHN ARCHER. The care and repair of books. 3d and rev. ed., New York, 1945. 123 p. A volume of interest to archivists as well as to librarians. It includes a list of references, p. 96-116.
See also No. 192.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS INCLUDING PUBLISHED FINDING AIDS

A. General Discussions

148. LOKKE, CARL L. A sketch of interallied organizations of the first World War and their records. *American Archivist*, 7: 225-235 (Oct., 1944).

149. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms. Supplement 3 (1944). Philadelphia, 1945. 232 p. This list includes films of archival and manuscript material.

See also No. 9, 189, 217, 219.

B. United States in General and Federal Government

150. BAUER, G. PHILIP. Materials in the National Archives relating to the termination of economic controls by government agencies following World War I. [Washington] 1945. 14 p. (National Archives, *Reference information circular* No. 32.)
151. BETHEL, ELIZABETH. Personnel records in the National Archives. [Washington] 1945. 16 p. (National Archives, *Reference information circular*, No. 22 rev.) Originally prepared in 1943 by Miss Bethel and revised (1945) by Guy A. Lee from data supplied by records divisions in the National Archives.
152. COLES, HARRY L., JR. The Federal Food Administration of Tennessee and its records in the National Archives, 1917-1919. *Tennessee historical quarterly*, 4: 23-57 (Mar., 1945).
153. DREWRY, ELIZABETH B. Material in the National Archives relating to Florida. *Florida historical quarterly*, 23: 97-115 (Oct., 1944).
154. FRAZIER, E. FRANKLIN. The Booker T. Washington papers. Library of Congress, *Quarterly journal of current acquisitions*, 2: 23-31 (Feb., 1945).
155. JACKSON, W. TURRENTINE. Dakota territorial papers in the Department of the Interior archives. *North Dakota historical quarterly*, 11: [209]-220 (July, 1944). These records are in the National Archives.
156. JACKSON, W. TURRENTINE. Territorial papers in the Department of Interior archives, 1873-1890; Washington, Idaho, and Montana. *Pacific northwest quarterly*, 35: 323-341 (Oct., 1944).
157. LEE, GUY A. Materials in the National Archives containing statistical data on economic subjects, 1910-44. [Washington] 1945. 17 p. (National Archives, *Reference information circular* No. 33.) Prepared from data supplied by records divisions in the National Archives.
158. LEE, GUY A. Materials in the National Archives relating to the liquidation of federal agencies, 1917-44. [Washington] 1945. 13 p. (National Archives, *Reference information circular* No. 31.) Prepared from data supplied by records divisions in the National Archives.
159. MILHOLLEN, HIRST. The American Red Cross collection of photographs and negatives. Library of Congress, *Quarterly journal of acquisitions*, 2: 32-38 (Feb., 1945).
160. MITCHELL, THORNTON W., and ARTHUR DYER. List of logs of United States Coast Guard vessels in the National Archives, 1790-1941. Washington, 1944. 32 p. Compiled in the Division of Treasury Department Archives of the National Archives and issued by the U. S. Coast Guard.
161. PARKE-BERNET GALLERIES, INC. The James McHenry papers . . . sold by order of the heirs. New York, 1944. 2 vols. This sales catalogue is included because of the importance of James McHenry, aide-de-camp and private secretary of General Washington, and Secretary of War from 1796 to 1800. The collection described was sold at public auction on May 3 and October 30-31, 1944.
162. SIOUSSAT, ST. GEORGE L. The John Cleves Short collection of papers of the Short, Harrison, Symmes, and allied families. Library of Congress, *Quarterly journal of current acquisitions*, 2: 76-85 (Nov., 1944).

163. THURBER, EVANGELINE. Materials in the National Archives relating to the work of the Civilian Conservation Corps. [Washington] 1944. 6 p. (National Archives, *Reference information circular* No. 30.) Prepared from data supplied by records divisions in the National Archives.
164. U. S. NATIONAL ARCHIVES. The National Archives of the United States [with] catalogue of exhibit. [Washington] 1944. 16 p. (*Circular* No. 6.)
165. U. S. NATIONAL ARCHIVES. Statistical source materials in the National Archives. *Statistical reporter*, 89: 82-83 (May, 1945).
166. U. S. NATIONAL ARCHIVES. President Roosevelt and international cooperation for war and peace; an exhibit presented by the National Archives. [Washington] 1945. 12 p.
167. U. S. OFFICE OF CIVILIAN DEFENSE. Inventory of the records of the Office of Civilian Defense. Compiled in cooperation with members of the staff of the National Archives. Washington, 1945. 2 vols. Vol. 1 is an inventory of national office records, 1941-1945, retained for deposit in the National Archives, and Vol. 2 covers the regional office records for the same period.
168. WOOD, RICHARD G. Research materials in the National Archives pertaining to Pennsylvania. *Pennsylvania magazine*, 69: 89-102 (Apr., 1945). This article is based on information assembled by the writer for the use of the archivist of the United States to an informal talk before the Pennsylvania Historical Junto, Washington, D.C., on May 26, 1944.

C. State and Local

169. BALLARD, JAMES F. A catalogue of the medieval and renaissance manuscripts and incunabula in the Boston Medical Library. Boston, 1944. 266 p.
170. BENJAMIN, MARY A. Madigan's great papal collection. *The Collector*, 58: [41]-44 (Feb.-Mar., 1945). This collection of 15 volumes of papal autographs is now in the custody of Georgetown University.
171. DELAWARE. PUBLIC ARCHIVES COMMISSION. Calendar of Kent County, Delaware, probate records, 1680-1800. Compiled by Leon de Valinger, Jr., state archivist. Dover, 1944. 558, 133 p.
172. DUNN, CAROLINE. William Henry Smith Memorial Library of the Indiana Historical Society. *Indiana magazine of history*, 40: 280-282, 364-365 (Sept., Dec., 1944). Describes some of the James McHenry papers acquired by the society at the Parke-Bernet Galleries sale.
173. KING, GEORGE H. S. A survey of Stafford county records. *Virginia magazine of history and biography*, 53: 215-218 (July, 1945).
174. LAPE, JANE. The Deall letters. New York State Historical Association, *Bulletin from Headquarters House*, 12: 22-23 (Sept., 1944). Brief description of a collection given to the association recently that includes considerable data on the economic development of northern New York.
175. LOUISIANA HISTORICAL ASSOCIATION. Calendar of the Jefferson Davis postwar manuscripts in the Louisiana Historical Association collection. New Orleans, 1943. 325 p.
176. MCCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 45: 172-176 (July, 1944). The second in a series of descriptions of selected collections in the custody of the society. It is understood that additional installments were published that were not seen by the compilers of this list.
177. MCCOSKER, M. J. The historical collection of the Insurance Company of North

- America. Philadelphia, 1945. 173 p. Chapter 24 entitled "Archives of integrity" includes a list of early fire insurance records and historical manuscripts.
178. MISSOURI. UNIVERSITY. WESTERN HISTORICAL MANUSCRIPTS COLLECTION. Preserving business records and writing business history. Columbia, 1945. 4 p. A request for the deposit of business records of the Missouri and the central Mississippi Valley region with the university. Appended is a partial list of the business papers already in the university's collection.
 179. MURRAY, KEITH. The Wesley L. Jones papers. *Pacific northwest quarterly*, 36: 65-68 (Jan., 1945). A description of Senator Jones' papers, now the property of the University of Washington.
 180. NEWBERRY LIBRARY, Chicago. Deposit of Illinois Central Railroad Company records in the Newberry Library, Chicago. Chicago, 1945. 4 p. A brief account of the records of the Illinois Central, its predecessor and subsidiary companies, 1851-1906, deposited with the library. The Newberry Library already had custody of records of the Burlington Lines.
 181. WISCONSIN. STATE HISTORICAL SOCIETY. LIBRARY. Guide to the manuscripts of the Wisconsin Historical Society. Edited by Alice E. Smith. Madison, 1944. 290 p.
 182. YARMOLINSKY, AVRAHM. Aleutian manuscript collection. New York Public Library, *Bulletin*, 48: 671-680 (Aug., 1944).
See also No. 152, 153, 155, 156, 168, 190, 235, 244.

D. Foreign Countries

183. ANDREYEV, A. I. Materialy o Rossiisko-amerikanskoi kompanii i yoyo deyateliakh (Manuscript materials relating to the Russian-American Company). *Izvestiya vsesoyuznogo geograficheskogo obshchestva*, 75: fasc. 5 (1943).
184. CHRISTIAN, JOHN L. Portuguese India and its historical records. *Hispanic American historical review*, 25: [140]-151 (Feb., 1945). A survey of the records of a little known section of the East where archival science is in its infancy and where "dampness, white ants, curio hunters, and age" have already made great inroads on the unrestored materials awaiting historical scholars.
185. CUBA. ARCHIVO NACIONAL. Catálogo de los fondos del liceo artistico y literario de la Habana. La Habana, 1944. xxxi, 73 p.
186. CUBA. ARCHIVO NACIONAL. Inauguración del edificio del Archivo Nacional. Exposición de cartografía, numismática y grabados antiguos de Cuba. La Habana, 1944. 57 p.
187. DUNNE, PETER M. The Jesuit Archives at Buenos Aires. *Mid-America*, 27: 54-57 (Jan., 1945). Describes 16th and 17th century records of the Order in the Archivo General de la Nación and the Colegio Maximo, the Jesuit Seminary at San Miguel, a suburb of Buenos Aires.
188. MILLARES CARLO, AGUSTÍN, and JOSÉ I. MANTECON. El Archivo de Notarios del Departamento de Distrito Federal (Mexico, D. F.). *Revista de historia de America*, 17: 69-118 (Junio, 1944).
189. NASATIR, ABRAHAM P. French activities in California; an archival calendar-guide. Stanford University, Cal., 1945. 559 p. The volume is divided into sections and chapters, each chapter being devoted to the holdings of a particular archives or division thereof. Information on the hours of business and similar data are given for most of the archives concerned. The major portion of the book covers material in French archives.
190. [RUBICAM, MILTON, ed.] Materials in foreign archives for writing Pennsylvania history. *The Pennsylvanian*, 2: 17, 22, 26, 30, 34, 39-40, 42 (Dec., 1944-June, 1945).
See also No. 170, 182, 214.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

191. BOGARDUS, JANET. Microfilm in the Bureau of Ships. *Special libraries*, 35: 305-307 (July-Aug., 1944). This paper, presented before the June, 1944, meeting of the S.L.A. Committee on Microfilming and Documentation, describes the system of supplying ships' plans to distant points to aid in the repair of battle-damaged ships.
192. BROADMAN, JOSEPH. Microfilms; their use and abuse. New York [1945] 23 p: A reprinting of three articles originally issued in processed form under the title *Is microfilm permanent?* The author has added an introduction and concluding remarks.
193. DREISER, LILIAN H. Microfilm saves expensive storage. *Domestic commerce*, 32: No. 8, p. 13, 24 (Aug., 1944). Describes procedures and equipment used by the U. S. Bureau of the Census in microfilming records.
194. FILES on microfilm; ruling that contract records may be kept on film seen widening postwar vista for industry. *Business week*, p. 66 (Mar. 17, 1945).
195. GEDDES, D. P. Tin can revolution. *Saturday review of literature*, 27: 10-11 (June 17, 1944).
196. KELLEY, F. Microfilming saves Michigan \$6,000 rent. *American city*, 60: 107 (July, 1945).
197. LORETTA, SISTER M. The advantages and practicality of filming records. American Association of Medical Records Librarians, *Journal*, 16: 60-64 (June, 1945).
198. NORTON, MARGARET C. Microphotography and county records. *Illinois libraries*, 26: 505-509 (Dec., 1944). An address delivered before the Illinois Circuit Clerks and County Recorders' Association, April 27, 1944.
199. RIDER, FREMONT. The scholar and the future of the research library; a problem and its solution. New York, 1944. The microcard program outlined by the author has some interest for archivists as well as librarians.
200. TATE, VERNON D. It's a small world on microfilm. *DuPont magazine*, 39: 6-8, 24 (Aug., 1945).
See also No. 20.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

201. BARKER, EUGENE C. A plea for more history in business. *Southwestern historical quarterly*, 48: 85-86 (July, 1944). Contains suggestions for making business records available for historical research.
202. BLAISDELL, GERTRUDE G. Tracking down Blaisdells. *Blaisdell papers*, 2: No. 9, p. 9-15 (Feb., 1945). A former officer of the Blaisdell Family Association recounts some of her experiences as a genealogist searching in census and pension records in the National Archives.
203. CARTER, CLARENCE E. The territorial papers of the United States. *American archivist*, 8: 122-135 (Apr., 1945). A paper read by the editor of territorial papers at the 1944 meeting of the Society of American Archivists, describing the origin of the project, its place in American historiography, and the manner of its preparation and publication.
204. DAVIDSON, PHILIP G., and A. F. KUHLMAN. The development of library resources and graduate work in the co-operative university centers of the south. Proceedings of a conference of graduate deans and librarians held at Joint University

- Libraries, Nashville, Tennessee, July 12-14, 1944. Nashville, 1944. vii, 81 p. Considers the responsibility of public libraries, special libraries, state archives and state libraries in the area for co-ordinating and integrating their work in such a way as to facilitate the accumulation and use of research materials.
205. ELLIS, JOHN T. Can we have a history of the Church of the United States? Catholic University of America, *Bulletin*, 12: No. 5, p. 2-3, 11 (Mar., 1945). Emphasizes the importance of the preservation of church archives for use in the writing of enduring history.
206. GOTTSCHALK, LOUIS, CLYDE KLUCKHON, and ROBERT ANGELL. The use of personal documents in history, anthropology, and sociology. New York, 1945. 243 p. A study prepared for the Committee on Appraisal of Research of the Social Science Research Council.
207. GRAS, N. S. B. Are you writing a business history? Business Historical Society, *Bulletin*, 18: 73-110 (Oct., 1944). Presents problems to be considered by one who contemplates the writing of business history, including the location and use of source materials.
208. LIGNORI, SISTER M. Parish records as source material for a history of American Poles. Polish Institute of Arts and Sciences in America, *Bulletin*, 3: 54-55 (Oct., 1944).
209. MANUCY, ALBERT. A review of the St. Augustine historical program. *Hispanic American historical review*, 24: 352-356 (May, 1944). Includes reference to the use of records in the restoration project.
210. MILTON, GEORGE F. History, the key to the magic door. *Pennsylvania magazine of history and biography*, 59: 225-232 (July, 1945). Emphasizes the crisis in documentation of administration as seen by the historian.
211. PARGELLIS, STANLEY. The corporation and the historian. *Journal of economic history, supplement*, 1944: 29-37 (Dec., 1944). These observations are the result of efforts to persuade corporation executives that their business records should be opened to historians for research and study.
212. PARKER, DONALD D. Local history; how to gather it, write it, and publish it. Revised and edited by Bertha E. Josephson. New York, 1944. 185 p. Lester J. Cappon's outline for writing the war history of communities is printed as an appendix.
213. PUFFER, R. R. Uses and values of industrial vital statistics. *American journal of public health*, 35: 553-558 (June, 1945).
214. SADY, RACHEL REESE. The usefulness of Mexican government records to ethnologists. *Acta Americana*, 1: 389-395 (July-Sept., 1943).
215. THOMPSON, LAWRENCE S. Notes on bibliokleptomania. New York Public Library, *Bulletin*, 48: 723-760 (Sept., 1944). Deals with the history of the theft of books and manuscripts from library collections.
216. U. S. JUSTICE DEPARTMENT. Confidential treatment of census records. [Washington] 1944. 3 p. (*Opinions of the Attorney General*, 40: No. 82.) Records transferred to the National Archives remain subject to all statutory provisions regarding their confidential treatment.
See also No. 10, 16, 18, 45, 83.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

217. BOGGS, SAMUEL W., and DOROTHY C. LEWIS. The classification and cataloguing of maps and atlases. New York, 1943. 175 p. A treatise based on the experience

and practice of the Division of Geography and Cartography of the Department of State.

218. BRADLEY, JOHN G. The proposed government film repository. [Washington] 1945. 7 p. A paper read by the chief of the Division of Motion Pictures and Sound Recordings of the National Archives before the Visual War Workers in Washington, D.C., June 9, 1945. Copies available from the National Archives.
219. MURPHY, MARY. The Army Map Service Library—map cataloging. *Special libraries*, 36: 157-159 (May-June, 1945).
220. SCHNEIDER, ALBERT H. Observations on filing real estate maps. Arcadia, Calif. [1944?] Folder. This article appeared in part in the January, 1944, issue of the *National county officer magazine*. The author is engaged in the commercial repair and preservation of records, books, and maps.
221. STORM, COLTON. Maps as historical documents. *Publishers' weekly*, 146: 2060-2065 (Nov. 25, 1944). An address delivered by the curator of the map collection of the William L. Clements Library before the 1944 annual meeting of the Society of American Archivists.
222. THOMAS, DOROTHY M. Still pictures library, Navy Department. *Special libraries*, 36: 123-126 (Apr., 1945).
See also No. 43.

XI. ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT DEPOSITORIES IN TIME OF WAR

223. ALBAREDA, A. M. Libraries guests of the Vaticana during the Second World War. Vatican City, 1945. 70 p. An account of the housing and care of evacuated libraries and archives by the Vatican during military operations in Italy.
224. [ART METAL CONSTRUCTION CO.] How to clean house for paper salvage. *Publishers' weekly*, 147: 1748-1749 (Apr. 28, 1945). A disposal schedule designed to help salvage directors throughout the book trade.
225. BARNHART, JOHN D. The Indiana War History Commission. *Indiana magazine of history*, 40: [227]-242 (Sept., 1944).
226. BATTELLI, GIULIO. Per la tutela del patrimonio storico e archivistico. *Ecclesia*, 14: 118-121 (Mar., 1945). An Italian review of the steps taken by the Holy See to safeguard its churches and records during the last few years, with some mention of the activities of the Subcommission for Monuments, Fine Arts and Archives of the Allied Control Commission.
227. [CAPPON, LESTER J.] Some problems of contemporary war history. *War records collector*, 1: [37]-40 (Dec., 1944).
228. CAPPON, LESTER J. The war history of Virginia. University of Virginia, *News Letter*, 21: No. 12 (Mar. 15, 1945). A statement of the program and objectives of the Virginia World War II History Commission.
229. CLOUGH, SHEPARD B. Mars in the clutches of Clio. *New York history*, 25: 297-310 (July, 1944). A survey of the work being done in this country to record, analyze, and synthesize the war experience of the nation.
230. CONFERENCE OF HISTORICAL OFFICERS, Washington, D.C., 1944. Condensed minutes, Conference of Historical Officers sponsored by Committee on Records of War Administration [and] Committee on War Studies, December 8, 1944. Washington, 1944. 29 p. Includes discussions of historical work being done by the Army Ground Forces, the War Labor Board, and the War Production Board.

231. CRESSMAN, L. S. World War II history project; progress report. *Oregon historical quarterly*, 45: 238-252 (Sept., 1944).
232. CRITTENDEN, CHRISTOPHER. What should the collector of war records do about state and local archives? *War records collector*, 1: 27-28 (Sept., 1944).
233. FILANGIERI, RICCARDO. Report on the destruction by the Germans, September 30, 1943, of the depository of priceless records of the Naples State Archives. *American archivist*, 7: 252-255 (Oct., 1944).
234. FRANKLIN, WILLIAM M. Municipal property under belligerent occupation. *American journal of international law*, 38: 383-396 (July, 1944). Contains some discussion of the position of archives under the Hague Convention.
235. HODNEFIELD, JACOB. Classification and arrangement of war records; a communication. *War records collector*, 2: 3-4, 6 (Mar., 1945). The author is in charge of war records at the Minnesota Historical Society.
236. HOWE, GEORGE. Our war history collection. Historical and Philosophical Society of Ohio, *Bulletin*, 2: No. 4, p. 14-15 (Dec., 1944). The Society is the depository for records and other materials collected by the Ohio War History Commission.
237. KOHT, HALVDAN. Norwegian archives in the war. *American archivist*, 8: 19-25 (Jan., 1945). A paper read at the 1944 meeting of the Society of American Archivists.
238. NORRIS, CHRISTOPHER. The Museo Filangieri. *Burlington magazine for connoisseurs*, 84: 72-76 (Mar., 1944). An account of the destruction by the Germans of the Neapolitan State Archives in the Villa Montesano on September 30, 1943.
239. OHIO. WAR HISTORY COMMISSION. Care of records. *Communikay*, 3: No. 9, p. 2-4 (Mar., 1945).
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STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC.,
REQUIRED BY THE ACTS OF CONGRESS OF AUGUST 24, 1912, AND
MARCH 3, 1933,

OF THE AMERICAN ARCHIVIST, published quarterly at Menasha, Wisconsin, for
October, 1945.

State of Virginia, County of Albemarle, ss.

Before me, a notary public in and for the state and county aforesaid, personally appeared Lester J. Cappon, who, having been duly sworn according to law, deposes and says that he is the secretary of the Society of American Archivists, and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management, etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August 24, 1912, as amended by the Act of March 3, 1933, embodied in Section 537, Postal Laws and Regulations, to wit:

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(My commission expires November 17, 1945)

(Seal)

Albemarle County, Virginia

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